

- III. Where person in title is U. S. Government civilian employee, or is a United Nations employee under Executive Order 10422, title should contain his name, position, division or branch, department or agency, and city and state of employment.
- IV. If he is an applicant, the word "Applicant" should be added to the title in II and III unless that fact is reflected in the character of the case.
- V. Where crime is against:
 - (A) Individuals: - set out name of individual followed by word "VICTIM" in first report by office of origin.
 - (B) Organization having contract with, insured by, or chartered by U. S. Government: - set out name of organization, its location, and date of offense, in first report of office of origin.
- In both (A) and (B), drop from title thereafter, unless practical to retain for efficiency, clarity, or supervision.
- VI. When a victim is a fugitive, name and alias(es) of victim should be included in title. The word "Fugitive" in capital letters, together with the identification order, wanted flyer, or check circular number, if any, should follow the name of each subject and each victim in fugitive status. "Fugitive" should be carried in the title of correspondence first reflecting the subject or victim is a fugitive and in all subsequent communications up to and including the report recording:
 - (A) Taking into Federal custody, even though subject became a fugitive subsequent to the preceding communication.
 - (B) Filing of a Federal detainer
 - (C) Dismissal of charges
 - (D) Location of a conditional release violator, parole violator, probation violator, or bond default fugitive and advising the U. S. Marshal
- (c) Unknown subject cases
 - I. If alias(es) is known, "Unknown subject(s)" is followed by alias(es).

II. If no alias(es) known, and

- (A) Crime is against the person, "Unknown Subject(s)" is followed by name(s) of the person(s) and the word "VICTIM(S)"
- (B) Crime is against property, "Unknown Subject(s)" shall be followed by descriptive data of the property involved; serial numbers if available should be utilized. If the property involved was in the custody of an institution, company or Federal agency, the name and address of same and the date of the offense shall be included in the title.
- (C) In cases where neither of above types of crimes is involved, such as in cases of an intelligence or subversive nature, identifying data should be included in title.

(d) "CHANGED" title - The title of any communication to the Bureau shall be marked "CHANGED" when title is not in exact conformance with that of previous correspondence to or from the Bureau. Usual changes include adding or deleting names of subjects, victims, or aliases; changes in spelling; or setting out more complete name developed during course of investigation. New or correct names are to be set out in title. Not necessary to set forth complete title unless otherwise required (see first paragraph under 4a (6) above) or when necessary to identify previous communication, such as when changed from "UNKNOWN SUBJECT" or from "J. SMITH" to "JOHN HENRY SMITH." The word "CHANGED" is to be typed as first word in caption. Explain change in first paragraph of communication following title and character of case, on FD-263, indicating specifically what has been added, deleted, or changed with sufficient clarity so that at least the principal name in title of prior communication can be reconstructed. Drop the word "CHANGED" from subsequent communications.

(7) Character of case

- (a) The Character of a case is descriptive of the violation or subject matter involved. If there is more than one violation involved, the characters of all are to be shown. If the subject of a case has not reached his 18th birthday, to the character add "Juvenile Delinquency Act." If the juvenile is handled under the Deferred Prosecution System,

add this to the character. To each character is given a classification number for filing purposes but this does not appear in the character sections of the report or cover page(s).

(b) In reports containing the results of accounting investigation there should appear in the space set out for the character of the case, and on a separate line below the character, the words "(Accounting Investigation)" between parentheses, on FD-263 and FD-204.

(8) Reference

When an investigation is based upon any communication to or from the Bureau or a written communication to or from another division, the communication is known as a reference. "Reference" shall be shown in lieu of "Synopsis" on FD-263. Under this heading describe a reference by type of communication, date, author if report is reference, reporting office, title if different and other detail that may be necessary to insure identification of the reference. Telephone calls to and from the Bureau may be shown as references. Reference to communications, copies of which have not been furnished to the Bureau but only to auxiliary offices, shall be identified by adding the word "interoffice" in parentheses after the reference.

(9) Status

(a) The status of an investigation

- I. In the office of origin
 - Pending - P
 - Pending inactive - P*
 - Closed - C
- II. In an auxiliary office
 - Pending - P
 - Pending inactive - P*

Referred upon completion to the office of origin - RUC

(10) Enclosures

If enclosures being sent with cover pages and report intra-FBI, type word "Enclosures" after reference(s) on FD-263. If enclosures being sent with report to outside agency, type word "Enclosures" after synopsis on FD-204.

(a) Indicate offices to which enclosures are to be forwarded.

- I. Itemize enclosures
- II. Describe each

- (b) On FD-263, after the number of copies and places to which sent in area marked "Copies Made," set forth between parentheses the abbreviation "Encl.," followed by a numeral showing exact number of enclosures being transmitted to each place.
- (c) Administrative-type enclosures such as investigative reports, disposition sheets, and probation flash letters should be stapled to the report. Substantive-type enclosures such as signed statements or other documents ~~dealing with the contents~~ should be put in metal-clasped envelopes. The envelopes should be stapled to the report; the enclosure itself should have identifying data attached to it also. Attach the envelope to the report so the flap faces up.

(11) Copies of reports to (See M. of R&R, Part II, Sec. 9)

- (a) Bureau
 - The number of copies of reports to be sent to the Bureau is governed by the number of agencies to which they are to be disseminated. In the following instances, the number of copies indicated are to be sent to the Bureau:
 - I. When the Department has requested the investigation: original and one
 - II. When a clear indication exists that the Department or some other Government agency will receive a copy: original and one. One for each additional agency. Under these circumstances, in anti-racketeering and Labor Management Relations Act of 1947 (Investigative Matter) cases, forward three copies. In cases involving crimes in Federal penal and correctional institutions, the Bureau will forward a copy to the Bureau of Prisons in Washington.
 - III. Parole reports: original and two
 - IV. A list of the number of copies, classification numbers, and characters appears in part II, section 9, page 1, M. of R&R.
 - V. Unknown subject cases where basic allegation is from Bureau source; only one copy, to Bureau
 - VI. Submit four copies of all reports involving violations by Treasury Department employees and by other persons in matters within the administrative control of the Treasury Department, to the Bureau

(b) United States Attorney
One, the first carbon. Where the USA is in a division other than the reporting division, the copy of the report is sent to the division covering for distribution. This is indicated by:

3 - Kansas City (1-USA, Topeka)

A report is sent to USA when:
I. Contains information of value to prosecution
II. Contains an opinion of the USA

Since unknown subject and statistical reports contain neither, they are not to be sent.

(c) Office of origin
At least two copies plus those for United States Attorneys, i.e. classification 73.

(d) Office of prosecution
At least two plus those for USAs

(e) Auxiliary offices receiving leads
At least two

(f) Other offices for information
One copy. When a communication may be of value to another field office for information only, it should be so indicated on the first page next to the name of receiving office by word "Info." In cover page(s), under caption of "Leads," and in other communications on last page, a specific explanation must be set out as to why copy sent. If explanation is not set out or if receiving office has no interest in subject matter, the copy should be returned to sending office by routing slip. Information copies must be justified in each instance and the practice of sending such copies must be held to an absolute minimum.

(g) G-2, ONI, OSI
One each. Sent in accordance with the Delimitations Agreement in matters covered by that agreement. Indicate on the FD-263 in the space provided the name of the city at which the office of the intelligence agency is located.

(h) Immigration and Naturalization Service
One, when there is good and substantial reason

- (i) File in the reporting office
At least two if status is pending. If status is closed or RUC, only one copy to be prepared.
- (12) File number
The Bureau has assigned a classification number to each type of work. These are uniform throughout the service. File numbers are assigned numerically as cases are opened in each classification. Whenever a file number is required, the classification number must also be shown. The file number of the submitting office appears on each communication. The file number of the Bureau should always be shown when known on communications to the Bureau and also to other offices which do not already know the Bureau file number. The file numbers of offices receiving the original or copies of a communication should always be shown to facilitate linking the current communication with earlier documents in that matter. These file numbers of the Bureau and other offices should appear in the "Copies made" section of FD-263. immediately following the names of offices.

When designating a copy of any communication to the Bureau or Field Division(s) for a file other than that of the captioned communication, the Bureau or Field Division(s) file number, if known, and name of subject or subject matter must be indicated.

- (13) Cover page(s) in addition to first cover page.
 - (a) Pages which are needed in addition to the first page (FD-263) shall be lettered A, B, C, et cetera - each shall have "Cover Page" under the letter and the following data are to be reported where appropriate.
 - I. Enclosures - if not previously set out following reference on form FD-263.
 - II. Leads.
 - III. Advice as to why copies are furnished for informational purposes
 - IV. Identity of each Agent participating in physical surveillances in security cases who observed activity of a subject which is set forth in the details.
 - V. Identity of Agent who obtains information or material from confidential informants
 - VI. Explanation of pretext used in interviews and the identities of the Agents conducting the pretext interview

- VII. Each informant, including those furnishing negative information, and, if temporary, reason for use of T symbol, and a reference to any Bureau communication to the field furnishing information from a confidential source abroad.
- VIII. If identities of any sources are concealed in reports concerning security of Government employees, loyalty of employees of the United Nations and other public international organizations, applicant (excluding Bureau applicants) and related-type investigations, security and espionage-type investigations, or conscientious objector cases, the cover page(s) to such reports must contain statement to effect careful consideration was given to each source concealed and T symbols were utilized only where identities must be concealed.
- IX. The action taken when a new case grows out of a case under investigation and identity of the new case.
- X. Miscellaneous administrative data, such as background for the assistance of offices covering leads which have not previously received reports or information.
- XI. Specific reason why report classified as "Top Secret," "Secret," or "Confidential"
- XII. Identity of the Federal agency having security responsibility for a key facility where the subject of a security case is there employed, and identities of all of the interested agencies
- XIII. A statement indicating whether an atomic energy facility has an interest in the subject matter of a security-type case
- XIV. In FBINA cases, SAC must set forth brief summary of applicant's outstanding qualifications, a personal recommendation whether applicant should be invited to attend the academy, and the name of the person to whom the letter of invitation should be sent.
 - (b) The number of copies of the cover page(s) shall be equal at least to the number of copies of the investigative report to which it is related. As many copies of the cover page(s) as needed or deemed desirable may be sent to field offices; however, do not send more than two copies to the Bureau.

(c) In security index cases, form FD-305 shall be the last page of the cover page(s).

(14) Leads

(a) (In reports) - Set out in cover page(s).

- I. Set out leads to develop all investigation which appears desirable from the information obtained and recorded in the investigative report. Indicate clearly the investigation desired by other offices, using specific language.
- II. Set out leads under the office to which sent and the city where the work is to be done. Where to restate in the lead long lists of names or other information would unduly lengthen the cover page(s), indicate in the lead the investigation desired by referring to the pertinent numbered page of the details in the report.
- III. Set out residence and business addresses of persons to be interviewed. The most complete address available should be set out including subdivisions, boroughs, et cetera, for large cities; e. g., 923 West 183rd St., Manhattan, N. Y. City.
- IV. Leads for the reporting office are to be set out in the cover page(s) when the information on which they are based is set out in the report.
- V. An auxiliary office may set out leads based on information in an RUC report.
- VI. Leads are to be set out in the cover page(s) under the caption "Leads."
- VII. Leads may be restated by the office of origin at 60-day intervals. An asterisk must precede a restated lead.
- VIII. List leads numerically if there is more than one lead in the same city.

(b) By letter

- I. All leads to Bureau must be by letter
- II. To field offices
 - (A) Leads may be set out by letter when reports are lengthy, the offices have no real need for the reports, and paper, reading time, and filing space can be saved.
 - (B) Index check requests, if negative, stamp "no record" - return by routing slip.

- III. Preparation of letters designed to set out leads
 - (A) First, set out a concise general summary and background of the matter. (Information which will prepare the reader's mind so that he will be able to decide as to subsequent action desirable.)
 - (B) Second, set forth any descriptive data necessary, action taken, new developments, or other facts upon which the recommendations are based.
 - (C) Third, set forth instructions, recommendations, or leads listed in numerical order.
- (c) Provisions applicable to all leads
 - I. Leads requesting investigation by all offices may be set out only with prior specific approval by the Bureau.
 - II. When the office to which leads are directed has covered and reported the investigation requested by a lead, it may be disregarded without reply.
 - III. The office requested to conduct investigation by lead may, when the lead appears to be unnecessary, illogical, or undesirable, point this situation out to the office requesting the investigation.
 - IV. Leads are not to be left to the discretion of the office of origin but are to be set out by the office developing the information on which the lead is based.
 - V. Unnecessary aliases and variations in spelling are not to be set out in leads.
 - VI. Notations may be made on the serial setting out the lead to indicate the serial number and page of the memorandum or report covering the lead.
 - VII. Copy sent to office for information must have explanation set out under leads with that office as heading (Omaha - Info).
- b. Investigative report(s)
 - (1) ^{First page} The first page of the actual investigative results or report shall be the form FD-204. On this page are certain printed headings. The data to be typed opposite these headings are described as follows:
 - (a) After the heading "Copy to:" to be blank, except on copy or copies to be disseminated to outside agencies by the field such as USA, Omaha, or ONI, Chicago. When copies are disseminated by the field to more than one intelligence agency, all dissemination is to be reflected on each copy disseminated, i. e., 1-ONI, Chicago, 1-G-2, Chicago (file number if known.) (file number if known.) Known)

- (b) After the heading "Report of:" set out name of employee preparing report; after "Office" put name of reporting office; after "Date" put date the report was typed.
- (c) After the heading "File Number:" set out the file number of the office preparing the report and Bureau file number if available.
- (d) After the heading "Title:" set out the following:
 - I. True name only of subject(s) plus additional data as set out in 4 a (6) (b) I, II, III, IV, and V, *page* *supra*,
 - II. If subject is unknown, use same title as in cover page(s) (FD-263)
 - III. If title on FD-263 changed, do not mark title on FD-204 changed; however, take the following action:
 - (A) If change is to merely add aliases carry previous title without change on FD-204.
 - (B) If change is from unknown subject(s) to known subject(s), set out true name only of subject(s) on FD-204.
 - (C) If change is to add one or more subjects show true name of all subjects.
 - (D) If name of subject changed legally, show present name.

In (B), (C), and (D) first sentence of synopsis should contain sufficient information for receiving agency to identify with previous communications.

- (e) After the heading "Character:" set out character as it appears on cover page(s) (FD-263).

- (f) Synopsis

A synopsis of facts is a clear and concise summary in chronological order of the important facts reported. Statements in the synopsis must be substantiated by information set out in the details. The synopsis must contain information regarding all of the items below involved in the case:

- I. Fugitives apprehended
- II. Convictions
- III. Acquittals
- IV. Sentences
- V. Recoveries (value at time of recovery).
- VI. Upon recovery of stolen property involved in Bureau investigations, in addition to setting forth recovery value set forth fact owner notified or being notified of recovery.

- VII. Condition of subject(s) who may be abnormal mentally
- VIII. When a suspect in a criminal-type case is a civilian Government employee or applicant for Government employment, set forth his Government employment.
- IX. The synopsis of every closing report in a Selective Service Act case must contain the specific nature of the alleged violation and the manner in which the delinquency was removed.
- X. Information that subject is armed and dangerous or has suicidal tendencies with basis for such conclusion (Include in the synopsis of the first report setting forth this information and in the synopses of all subsequent reports as long as these facts exist.)
- XI. In security-type cases, when subject is employed in key facility, set forth that fact together with statement that subject has or has not access to classified or restricted material.
- XII. Indexing information in criminal cases
At the Bureau, indexing of reports in criminal cases is done only on the basis of the names appearing in the title and synopsis.
 - (A) Synopsis must contain all the names, aliases, and variations by which a suspect is known.
 - (B) Clearly indicate date of birth, birthplace, and address of suspects.
 - (C) It is not desired that all available identifying information appear in the synopsis, but the best available information should appear.
 - (D) If there are numerous aliases and more than one suspect, the use of "aka" in the synopsis and a general statement, such as "suspects set forth" will serve to flag necessary indexing.
 - (E) In criminal-type cases when reporting a contact or interview with a nationally known, prominent or controversial individual and that name will not logically appear in the synopsis, the fact of such contact should be recorded in a separate letter to accompany the report.
- XIII. Status - see 4 a (9) above, *same as on FD-263.*
- XIV. Enclosure(s) - see 4 a (10) above.

(2) Details of reports

(a) The basis for the investigation shall be set forth as a first paragraph of the details in the initial report of the office of origin.

The details shall be accurate statements of essential facts. They shall be written in logical sequence, and in a clear, concise, and complete manner. There must be no sacrificing of thoroughness in order to meet deadlines. If a report covers two or more violations, the prosecutive steps must be identified with each violation. Derogatory data must be verified, proved, or disproved, if possible. Except in SF-64s and FD-302s the date of each investigative act, including interviews, shall be set out in the first sentence of the paragraph reporting same.

Persons named in the title of a report should be referred to in the details according to their status in the various types of cases, i. e. subject, applicant, registrant, employee, victim, plaintiff, et cetera.

(b) If possible, rumor or gossip must be verified, proved, or disproved; if it is not possible to do so, put it in a letterhead memorandum and not in a report.

(c) Unless otherwise stated, it will be assumed that all information reported was obtained through personal investigation by the person named on the FD-204 opposite "Reported by"; any difference must be explained. For instance, if another employee obtained it, his name should be set forth; or if obtained telephonically, that fact should be set out. If it is not desired to disclose name of employee(s) involved in report, explain in cover page(s).

(d) Negative investigative results may be summarized. Information of value to USA or information going to the merits of the case should never be summarized. Report negative results as follows:

I. Where no need to protect informant - "The following stated they had no information concerning the whereabouts of the fugitive; John Doe, 34 Cole Avenue; Mary Roe, 9 Winter Place; et cetera."

II. Where criminal informants must be protected - summarize in cover pages. Unnecessary to identify in cover page(s) informants contacted as long as record maintained in field office.

III. Where security informants must be protected - put in details a statement to the effect that confidential informants (other confidential informants if one or more gave pertinent information) familiar with some Communist Party (or other appropriate description) activities in the (towns, county, or state) area advised they knew nothing about subject (employee or applicant). These informants should be identified in the cover page(s).

(e) In a case where numerous Agents in one field office territory are reporting results of investigation, each Agent should submit the results of any investigation not set out in SF-64 or FD-302 in "insert" form unless contrary instructions are received from the report writer. The first paragraph is to contain the name of the Agent and a brief predication for the investigation. Each new subject matter should be placed on a separate page; this will enable the report writer to arrange the inserts in such a manner that a logical report can be made. (Instructions re "Inserts" see Section 4 b(4) following.)

(f) Information obtained from other files and documents must be attributed to original sources with dates action took place and dates sources reported the information. If necessary, obtain full original information from auxiliary offices.

(g) When constructing the details of a report, common sense should be used. Certain types of cases can be reported more understandably if the investigative results are set out chronologically. Others can be reported better with the use of topical headings. For example, applicant-type cases, SGE cases, certain security cases, misapplication of funds cases where there are many false entries, and ITSMV cases having many cars stolen by a subject may be reported more clearly under topical headings.

(h) Where common sense dictates, a table of contents and/or an index should accompany a report.

(i) The details of a report must contain:

- I. Full information regarding:
 - (A) Convictions resulting
 - (B) Sentences imposed
 - (C) Fugitives apprehended.

- (D) Property recovered (HTSMV cases - See Manual of Instructions.)
- (E) Value of property recovered (At time of recovery) by office reporting recovery only
- II. FBI Laboratory reports recording Laboratory examinations to be set out verbatim in their entirety when any part thereof may be testimony or may be of value to the USA in considering prosecution. Otherwise, nonpertinent portions of Laboratory reports may be excluded from investigative reports. In such non-prosecutive situations, only that portion of Laboratory reports necessary to the development of the investigation need be included in the report and such portions are to be set forth verbatim. None of the data set forth on Laboratory transmittal forms is to be included in the details of investigative reports.
- III. Opinions of the USA, whether oral or written, and where prosecution is declined his reason therefor.
- IV. Descriptions of subjects - Preferably set out near end of report.
- V. Descriptions of suspects who might become subjects - Preferably set out near end of report. Identifications of suspects by witnesses must be in crystal-clear, unmistakable terminology, showing exact basis for such identification, plus corroboration for same wherever possible.
- VI. Where enclosure referred to in details identifying statement about the enclosure should be included after the first mention of it.
- VII. Descriptions of persons carried as "victims" in the title of case shall be set out in report first carrying such victims in the title.
- VIII. Identification records of subjects and where applicable the arrest records obtained by checking records of all local law enforcement agencies in the area.
- IX. Statement stop notice was placed and statement when removed.
- X. Identities of Agents who conducted physical surveillances and who can testify to their observations except in security reports. Report physical surveillances in security cases by the use of a phrase to the effect that Special Agents of the FBI observed on (the date).....

The surveillance log will reflect the identities of all Agents who participated in the physical surveillance.

In considering the necessity of setting forth in the cover pages the identities of Agents who participated in a surveillance, bear in mind that surveillances of foreign officials entitled to diplomatic immunity are conducted for intelligence purposes rather than prosecutive possibilities. In these surveillances, no necessity exists to identify the Agents in the cover pages and it is permissible to reflect that the identities of the Agents can be determined from the surveillance log permanently maintained in the field office file. If, in the course of a surveillance involving a foreign official entitled to diplomatic immunity, contacts with persons not entitled to such immunity are observed, the identities of Agents observing such activity should be set out in the cover pages, together with the statement that the identities of other Agents who participated in the surveillance can be ascertained from the surveillance log permanently maintained in the field office file.

Photographic surveillances must not be disclosed as such in the details of reports in security cases. The identity and nature of the source should be protected by temporary symbol number with full identification in the cover pages of the report.

XI. Except in security of Government employees, loyalty of employees of United Nations, and applicant-type investigations conducted for other Government agencies, information obtained from pretext interview is to be put in report and identified as such.

(j) Do not include:

- I. Information which might cause embarrassment
- II. Opinions or conclusions of Agents
- III. Descriptions of subjects in antitrust cases
- IV. Words or phrases which might be regarded as objectionable or offensive to any race, creed, or religious sect.

(k) When reporting information obtained from sources that are to be concealed.

I. A T symbol may be used in other than criminal- and civil-type cases. (Section 107, M. of I., for instructions for reporting information received from security informants and section 108, M. of I., for criminal informants.) When an office designates a particular T symbol to be used in the place of the name of a particular informant in the first report by that office in a case, the same T symbol should be used for that particular informant throughout the first report and all subsequent reports by that office in order to avoid confusion about the number of informants in a case. Also, where more than one office is involved in a case, there may be T1, T2, et cetera, from each office. To avoid confusion from this standpoint about the number of informants involved, each office (including those submitting inserts) is to put its abbreviation before all T symbols in all cases. For example, a San Francisco report containing inserts from Los Angeles might have SF T-1 and LA T-1.

II. Reliability of informants

(A) Report in letterhead memorandum as provided in 3, q, *supra*, ~~page~~ —

(B) Describe as:

- (i) The informant has furnished reliable information in the past, or
- (ii) The informant has furnished both reliable and unreliable information in the past, or
- (iii) Contact with him has been insufficient to judge the reliability of his information. If this condition exists, describe informant sufficiently to permit outside agencies to judge reliability.
- (iv) Avoid use of "unknown reliability."

(C) When the informant is uncertain of the accuracy of the information furnished, his reliability must be indicated and the statement that he is uncertain of the accuracy of the information included.

(D) A temporary informant of unknown reliability is to be described by standing in the community and the length of time which he was familiar with the subject matter of the investigation indicated.

III. Information obtained as a result of a mail cover must be reported under a T symbol except in criminal-type cases when it is reported in cover page(s).

IV. When reporting information received from the Department of State, Atomic Energy Commission, Civil Service Commission, Office of Naval Intelligence, Office of Special Investigations, or G-2, Department of the Army, do not protect the agency by the use of T symbols unless requested to do so in a specific case, with the following exceptions:

(A) [] must be protected by the use of a T symbol where the information received is not the result of investigation by these agencies.

(B) If information obtained from an agency's files was received by the agency from a confidential informant or from a person who desires his identity be kept confidential, protect the source by the use of a T symbol.

(C) In criminal- or civil-type cases, when necessary to protect these agencies, set forth the information in the cover page(s) and do not include in details of the report.

When necessary to conceal a Government agency, information should be set forth as from "T symbol, another Government agency which conducts intelligence or personnel investigations, et cetera." Information obtained from the Central Intelligence Agency whether negative or positive always should be handled in this manner.

(1) I. When reporting security information Bureau has received from a foreign security or police agency

(A) Describe agency as "T-1, a confidential source abroad."

(B) Make no statement as to source's reliability.

(C) Do not specify country in which source located.

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- (D) Paraphrase information.
- (E) If agency evaluates reliability of its original informant, report such evaluation in same language. Thus, if foreign agency furnishes information from "a usually reliable source," Bureau report should read, "T-1, a confidential source abroad, reported on (date) that a usually reliable source stated...." Foreign agency should be identified in cover page(s) as it is in Bureau communication furnishing the information to the field office and the Bureau communication should be identified.

II. When reporting information in criminal matters which Bureau has received from foreign agencies

- (A) Identify the foreign agency in body of report unless Bureau specifically instructs otherwise.

III. When reporting information received from Bureau's legal attaches

- (A) No mention should be made of them except in exceptional cases where they report information from personal knowledge. In such cases, describe them only as "T-1, a confidential source abroad" as in the case of foreign agencies except in criminal- or civil-type cases.
- (B) Information received by them from foreign agencies should be attributed to such agencies as set forth above except in criminal- or civil-type cases.
- (C) When reporting information received by them from confidential informants, the informants should be described in the same manner as domestic informants.
- (D) In criminal- and civil-type cases, do not use T symbol; attribute the information to confidential source (or sources) abroad and summarize pertinent information.

(m) Characterizations

I. Organizations

- (A) Whenever a field office initiates a continuing investigation of a subversive organization within its territory, a thumbnail sketch of the organization must be prepared by the office and submitted to the Bureau for approval. When approved, this

sketch is to be used in reports thereafter to characterize the organization. This is accomplished by:

- (i) Having mimeographed copies made of the approved sketch
- (ii) Placing the phrase "a characterization of which is contained in the appendix hereto" directly after the name of the organization the first time it is mentioned in a report, and
- (iii) By putting a mimeographed copy of the sketch in the appendix (alphabetically if more than one).

(B) Bureau approval is obtained by submitting two copies of the proposed characterization on plain paper as enclosures to the initial report on the organization; if no report is being sent to the Bureau when a characterization is being sent to the Bureau, the characterization should be put in a letter consisting of original and one copy. The caption on the paper or letter containing the characterization should be "(name of organization,) Subversive Organization Characterization, Internal Security - C, (or appropriate character)." If approved, Bureau will stamp "Approved" on one copy and return it to the submitting field office, which should have mimeographed copies made for use in appendix sections of reports.

(C) If an office needs a characterization of an organization in another office's territory, the characterization should be requested of the other office.

(D) Information in the characterization should be attributed to "Sources" and neither T symbols nor evaluation of sources should be in the characterization. Information about the organization should be accurate, clear, and concise and should be: date it was formed; its aims and purposes; the communist initiation, domination, or control of it; and its current status. Below this on the same page, and separated from it by sufficient spacing, should be set out data concerning the "Sources." Acceptable "Sources" are people who are in a position to know about the

information given and who are considered reliable, and documentary evidence which is considered reliable. Examples of the latter would be data from corporation, tax, or other official records relative to the formation or dissolution of the organization and its aims and purposes.

(E) After characterization of an organization, there are certain times when further action must be taken. In the event of any pertinent change in the nature of an organization, the field should submit immediately for approval an up-to-date characterization. When an organization becomes defunct, the field should submit immediately a complete up-to-date characterization as an enclosure of the closing report.

Annually, on June 1, the Bureau must be notified of certain information under topical headings:

- (i) Organizations which have become defunct since the previous June first notification.
- (ii) Newly formed organizations on which cases are pending and concerning which insufficient information exists as yet to prepare a thumbnail sketch characterization.
- (iii) All active organizations on which characterizations have been submitted and approved.

Under items (i) and (ii) above, list the names of organizations and their Bureau file numbers.

Under item (iii) above, submit up-to-date characterizations of all organizations in the category except those on which up-to-date characterizations have been submitted since April first of the same year. As to the latter, make a statement that characterizations were submitted and give the names of the organizations, the dates of submission, and the Bureau file numbers.

The annual information should be submitted with the use of a cover letter which should consist of an original and one copy captioned "Subversive Organization Characterizations, Internal Security - C, Bureau file 100-7254." The letter should contain the information requested in (i) and (ii) above. The characterizations requested in (iii) above should be composed in the same manner as the original characterizations from the standpoint of substance and should be captioned with the name of the organization and the field office and bureau file numbers; two copies of each characterization should be enclosures to the cover letter.)

The statement and data about characterizations submitted since April 1 should be put in the letter.

Do not submit characterizations of organizations designated by the Attorney General pursuant to Executive Order 10450 and/or listed in the various issues of the "Guide to Subversive Organizations and Publications" published by the House Committee on Un-American Activities. Wherever an organization of these types is mentioned in a report, it should be characterized. This characterization is accomplished by setting forth a statement to the effect that the organization is listed in the designated grouping; the statement should be placed directly after the first mention of the organization in the report.

- II. Individuals or publications
 - (A) Sometimes it becomes necessary to refer in a communication to a subversive individual or publication. The significance of the person or publication is necessary to an understanding of the contents. This significance is to be brought out through a characterization. The characterization usually is composed by the office of origin of the

individual or publication, and should be a concise statement of descriptive derogatory information, with an attribution to its original source; favorable information contradicting the derogatory information should also be set out. This information should appear directly after the first mention of the individual or publication in a communication.

(n) Documentation

I. Because it may be necessary to locate original documents and items of evidence readily for U. S. Attorneys, for use at hearings, or for use in the event that the Emergency Detention Program goes into effect, there is an administrative procedure called "documentation." Documentation is accomplished as follows: Whenever T symbol is used in a report, except for asterisk informant, the following must be tabulated in the cover page(s) *under the general heading "Informants";*

Name and address of person or permanent symbol number.	Page of instant report -- or file number, serial number, page number, and exhibit number if in another file, -- where original of each item of information can be found.
--	---

When asterisk informant, do not put in location of original.

~~This information should be placed in the cover page(s)
under the general heading "Informants."~~

(3) Dictation of cover page(s) and reports

- (a) Cover page(s) and reports are to be dictated promptly, rapidly, and in clear and concise language. Bureau is to be advised of any delinquency in this regard. They may not be prepared in longhand at field offices.
- (b) Facts are to be marshalled and assembled before calling for a stenographer.
- (c) The file must be in the possession of the dictator at the time for dictation.

(d) As a guide to dictation, the following order is suggested:

I. File Number	VIII. Status
II. Copies of the report to	IX. Enclosures
III. Office of origin	X. Cover page data
IV. Investigative Period	XI. Investigative Page (FD-204)
V. Title	XII. Details
VI. Character	XIII. Abstract Slips
VII. References	XIV. Names to be indexed

(e) A dictation slip, FD-77, is to be placed in the file by the stenographer taking dictation. A dictation slip is to be attached to a rough draft or to the Dictaphone record when these are used. When rough draft is submitted or Dictaphone is used, the Agent should prepare the dictation slip.

(f) Dictating machines are available and may be used.

(g) The abbreviation "SA" may be used in place of "Special Agent" preceding the name of Agent; "SE" preceding name of "Special Employee"; "IC" preceding name of "Investigative Clerk", *or other proper abbreviation preceding name of Bureau employee*

(h) If the report is to be sent by registered mail, the Agent should so dictate.

(i) The Agent shall dictate the classification to be assigned a communication if it contains information relating to the national defense of the United States and should under Executive Order 10501 be given a rating of "Confidential" or higher.

(j) The name of the Agent is to be used instead of "the writer."

(4) Inserts

(a) When leads are covered by an Agent other than Agent to whom case is assigned, results of investigation may be reported by insert, either in final or rough-draft form. The complexity, extent of material to be reported, and the new leads to be set out within the division are factors which will govern proper method of reporting. Each Agent and supervisory official must use the most economical and practical means of reporting such data.

(b) Where adaptable, inserts should be used in lieu of memoranda for SAC to avoid unnecessary duplication in typing and avoid unnecessary duplication of material in file.

- (c) Where inserts are prepared, indexing and correlation of material for report are responsibility of Agent to whom case assigned.
- (d) Dictation slips relating to dictating machine belts or cylinders containing inserts must show on the dictation slip the investigative period.
- (e) When inserts are prepared in final form (used primarily in major cases), sufficient copies must be prepared for reporting office and for offices that will receive copies of the report, and if leads developed lead sheets are to be prepared.
- (f) If rough draft submitted contains leads for reporting office to cover, prepare sufficient copies of inserts and lead sheets for each Agent who will cover new leads plus one copy for Agent to whom case assigned.
- (g) When assigning leads, lead cards may be prepared if desired.
- (h) The use of interview reports (form FD-302) and forms SF-64 as inserts is explained in part II, section 4 a, 2, above.
- (i) Inserts shall be used to report results of negative investigations by auxiliary offices provided in part II, Section 4, A, 1. a. (6).

c. Parole reports

- (1) Office of prosecution must submit promptly after subject sentenced in Bureau case to imprisonment for more than 180 days. Not submitted where subject is placed on probation or receives a suspended sentence. Need not be submitted in prosecutions for escaping under escape and rescue statute unless (a) offense is aggravated by actual violence, as by assault with a dangerous weapon, or (b) the escaped prisoner committed other serious crimes while at liberty after escape, or (c) the sentence which was being served by the subject at the time of his escape was for 180 days or less, or (d) subject was serving at time of escape a sentence after conviction for an offense not investigated by this Bureau. No parole report is necessary if a subject received two or more sentences, the aggregate of which is more than 180 days, each sentence, however, being for 180 days or less. A separate parole report shall be submitted on each subject.

(2) Submit with investigative report reflecting prosecution. Carry as enclosure on FD-263. Abstract to reflect parole report submitted. Prepare parole report on form #2.

(3) To contain:

- (a) Outline of offense, date and place of indictment, date and place of conviction, nature of plea, date and sentence, duration of sentence, and fines
- (b) Aggravating or mitigating circumstances Participation in other violations. If no mitigating circumstances, use "There are no known mitigating circumstances."
- (c) In violation block on form #2 put character of violations for which convicted.
- (d) Do not prepare a synopsis or abstract slip.
- (e) The information set out should be obtained during the course of the regular investigation.

(4) Copies:

- (a) Original and 2 to Bureau, 1 for office of origin, 1 for reporting office.

d. Summary reports

Prosecutive

- (1) Prepared by: Office of prosecution
- (2) Prepared when: Only with specific Bureau approval or upon Bureau instructions in major and complicated cases
- (3) Title: In entirety as of date prepared.
- (4) To contain:
 - (a) Narrative of offense
 - (b) Names of defendants
 - (c) Date when and place where acts alleged were committed
 - (d) When statute of limitations bars prosecution

Nonprosecutive

- (1) Prepared by: Office of origin
- (2) Prepared:
 - (a) Upon specific instructions of SAC or Bureau
 - (b) Upon publication of an identification order or a check circular
 - (c) At time recommendation is made to place a subject on the security index.
- (3) Title: In entirety as of date prepared.
- (4) To contain:
 - (a) Synopsis
 - (b) Summary of information in file in logical sequence
 - (c) Physical description of subject
 - (d) Since these reports may be disseminated to outside agencies, administrative data are not to be set forth. Such data are to be set out in a letter to accompany the report.

(S)
b6b7c

- (e) Other data helpful to USA
- (f) Preliminary prosecutive action
 - I. Are defendants under bond
 - II. Incarcerated awaiting grand jury action
- (g) Names and addresses of all witnesses
 - I. What they can testify to
 - II. Documents in their possession
- (h) Identification or other pertinent records

(5) Do not include: (5) Do not include:

- (a) Statistical data
- (b) Physical description (unless in initial report in case)
- (c) Administrative action
- (d) Investigative procedures
- (e) Synopsis
- (f) Deleted

(6) Prepare on:
Form FD-272, summary report (pink). Word "Prosecutive" is to be inserted before printed words "Summary Report"

(7) Copies:
2 Bureau
2 office of prosecution
1 U. S. Attorney
1 office of origin
No dissemination to be made to outside agencies other than U. S. Attorney.

(6) Prepare on:
Form FD-272, summary report (pink).

(7) Copies:
Rules as to copies of "Investigative Reports" apply

September 25, 1958

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

Part II, Section 8, page 1a, Manual of Rules and Regulations, should be amended to read as follows:

4. Assembling investigative reports and related documents
 - a. Assemble in following order:
 - (1) Cover pages, first page on FD-263.
Staple in upper left corner.
 - (2) Investigative report, first page on FD-204, followed
by details. Staple in upper left corner.
 - (3) Letterhead memoranda recording reliability of
sources. Staple in upper left corner a copy to
the back of each investigative report.
 - (4) Enclosures
 - b. Staple in upper right corner copies of cover pages to copies
of investigative reports.
 - c. Assemble documents in following order from top:
cover letters should be in one pack, letterhead memoranda
other than those evaluating sources in one pack,
investigative reports as assembled above in one pack,
stapled together once at the top right corner.
 - d. Clip, do not staple, copies of investigative reports and other
communications together when transmitting them.

66-2435-
ENCL. 1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: November 20, 1958

FROM : W. B. Welte

SUBJECT: PROPOSED CHANGES IN
FBI HANDBOOK AND
MANUAL OF INSTRUCTIONS
KIDNAPING

Tolson _____
 Boardman _____
 Belmont _____
 Mohr _____
 Nease _____
 Persons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Wylie Room _____
 Holloman _____
 Gandy _____
By [initials]

Part III,
 The FBI Handbook, Chapter 50, and the Manual
 of Instructions, Section 66, have been reviewed to
 determine necessary changes occasioned by recent changes
 in report writing procedure.

Changes necessary to bring the Handbook and
 the Manual into conformance with current report writing
 instructions are attached.

RECOMMENDATION:

It is recommended that the proposed changes
 be approved and forwarded to the Training and Inspection
 Division for action.

Enclosures (2)

1 - Training and Inspection Division

JRB:jlp

(6)

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 from
 [initials]

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REC-A

66-2435-217666-1934

1. DEC 8 1958

2-1958

November 20, 1968

PROPOSED CHANGES IN MANUAL OF INSTRUCTIONS
SECTION 66

Page 13, item e(4), should be changed to read
as follows:

Prepare reports, dictating the cover page(s),
and the first page of the report.

DELETE:

Page 18 of item 11, Item 11d should be deleted. Item 11c relates to title of report; Item 11d relates to descriptions in reports.

Page 20, item I, should be deleted. Item I is captioned "Copies of Reports to Bureau.

Page 18, item 11a, should be amended as follows:

11. Results of investigation

a. Results are to be dictated in "insert" form unless contrary

b. ... instructions are received from the report writer.

JRB:jlp

(6)

SEE COVER MEMO WELTE TO ROSEN, SAME DATE, JRB:jlp.

246

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MAIL ROOM TELETYPE UNIT

6-415-217 b

November 20, 1963

PROPOSED CHANGES IN FBI HANDBOOK
PART III
CHAPTER 50

DELETE:

On page 128 delete items 5 and 8. Item 5 is captioned "Report Writing"; item 8, "Copies of Reports to Bureau."

JRB:jlp
(6) *jlp*

SEE COVER MEMO WELTE TO ROSEN, 11/20/58, JRB:jlp.

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MAIL ROOM TELETYPE UNIT

11-345-2176

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI DATE: 12-4-58
ATTEN: TRAINING AND INSPECTION DIVISION

FROM : *[Signature]* SAC, SPRINGFIELD

SUBJECT: *[Signature]* REPORT WRITING

INVESTIGATIVE Reports
Reference is made to recent report writing changes in incorporated in Revision No. 69 of the Manual of Rules and Regulations.

Reports being received in the Springfield Division from other offices reflect that in many instances the reporting office is regarding the new reports as two documents. The material being submitted under FD-204 is being listed as an enclosure to FD-263. Other offices regard the entire material as one document and do not use the enclosure designation.

Springfield is of the opinion that the material should be regarded as one document and is not using the term enclosure. Outgoing reports from this office will therefore bear only one serial number in the file. In incoming reports where the term enclosure is being used merely to describe the material submitted under FD-204, that term is being marked out by Springfield and material is again regarded as one document and receives one serial number in the Chief Clerk's Office.

In the event Springfield's interpretation is erroneous, The Bureau is requested to advise. In the absence of a reply, Springfield will handle the matter as set forth above.

2 - Bureau
1 - Springfield
RDG:VLS
(3)

REC-60

66-2430-2177

11 DEC 11 1958

78-11

78-11

SAC, Birmingham

12/11/68

Director, FBI

USE OF MIMOCOPIGRAPH OR MULTILITH
PROCESS MACHINES

In connection with the consideration given to a suggestion submitted by Chief Clerk [redacted] of your office on 12/1/68 regarding report writing, it is noted that your office may not be aware of certain procedures used to eliminate page numbers from material being reproduced on Mimograph or multilith process machines. [redacted] pointed out that in one instance it was desired to produce b6 b7C 17 copies of a report containing 289 pages, 100 of which consisted of FD-302 and SF-64 forms. In order to obtain one copy of each such form, to be used as an original, the page numbers were omitted from all the forms in the reproducing process. The page numbers were then added with a numbering machine, necessitating some 3,553 operations according to [redacted]

You should advise the employees in your office who operate either Mimograph or multilith process machines, that after running off the desired copies of an FD-302 or SF-64 for the report, the bottom edge of the Mimograph stencil can be released, raised slightly and correction fluid applied to the page number appearing on the stencil. This will dry quickly and after again fastening down the stencil, one more copy can be run which will not show a page number. If the multilith process is used, the same procedure can be used except it is possible to erase the page number from the multilith master to obtain a copy without page number. Some offices have been using a small strip of cellophane tape to cover the page number so that an unnumbered copy can be printed.

The use of these procedures will require considerably less time than the procedure outlined by [redacted]

MAILED 2

DEC 12 1968

COMM-FBI

1 - SOG personnel file of [redacted]

AGG:ceh
(5)

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W.C. Sullivan _____
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Based on memo Q. Tamm to Mr. Tolson 12/10/68 - AGG:ceh -
RE: SUGGESTION #751-59, SUBMITTED BY [redacted] CHIEF
CLERK, BIRMINGHAM DIVISION.

MAIL ROOM TELETYPE UNIT

SAC, Springfield

12/15/58

REC-19
Director, FBI (66-2435) 2179

REPORT WRITING

PT
Reurlet 12/4/58, suggesting that consideration be given to furnishing commercial dictating equipment capable of being operated by plugging into the cigarette lighter outlet of automobiles equipped with 12 volt batteries.

This matter has been given consideration and the suggestion is not being adopted because of disadvantages and the high cost of the equipment which would be involved if an attempt was made to make this type of equipment available to all field offices. Since this equipment might be of value in connection with some investigative operations, the existence of such equipment will be made known to Agent personnel during the course of In-Service training.

*HBF-ekd
(2)*



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12/15/58

MAIL ROOM TELETYPE UNIT

12/15/58

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI DATE: 12-4-58
 ATTEN: TRAINING AND INSPECTION DIVISION

FROM : SAC, SPRINGFIELD

SUBJECT: REPORT WRITING *INVESTIGATIVE REPORTS*

Revision No. 69, Manual of Rules and Regulations, institutes a five day rule with respect to dictation of material to be incorporated in FD-302s or SF-64s.

The prompt dictation of the results of interviews is, of course, highly desirable for many reasons. The sooner the interview is dictated the more likely court would be to regard the dictated material as a contemporaneous recording of the interview. In addition, prompt dictation tends to be more accurate and more complete. Ideally, the best possible results could be achieved if a Special Agent had some means of dictating the results of his interview immediately after completing same.

In this connection, I have been informed that commercial dictating equipment is available which will operate off the 12 volt battery of an automobile by plugging into the cigarette lighter. I am unaware of the name of the manufacturer or manufacturers of such equipment, its cost, or its efficiency. These data undoubtedly can be supplied by the FBI Laboratory. If such equipment is practical and economical it might be well to consider making such equipment available to the field for use primarily in cars operated by resident agents or agents working on road trips.

1d
 2 - Bureau
 1 - Springfield
 RDG: VLS
 (3)

2 - Bureau
1 - Springfield
RDG: VLS
(3)

Practical
for field use

#7

REC-19 66-2435-2179

11 DEC 16 1958

J. B.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: November 26, 1958

FROM : W. B. Weltz

INVESTIGATIVE REPORTS -

SUBJECT: PROPOSED HANDBOOK AND MANUAL CHANGES

In view of the recent changes in the report writing procedures and in accordance with the request of the Training and Inspection Division there is attached hereto proposed Handbook and Manual changes setting forth deletions of any reference to report writing procedures in those sections of the Handbook and Manual pertaining to the following classifications:

- 4-The Firearms Act: (a) National (b) Federal
- 45-Crime on the High Seas
- 52-Theft, Embezzlement, and Illegal Possession of Government Property
- 70-Crime on Government Reservation
- 70-Crime on Indian Reservation
- 78-Illegal Use of Government Transportation Requests
- 90-Irregularities in Federal Penal Institutions
- 146-Interstate Transportation of Prison-Made Goods
- 148-Interstate Transportation of Fireworks
- Federal Juvenile Delinquency Act

RECOMMENDATION:

It is recommended that the attached Handbook and Manual changes be approved and this memorandum be forwarded to the Training and Inspection Division for proper handling.

Enclosures (2)

1 - Training and Inspection Division

RLB:jlp

(7)

RFB

Enclosed

Manual

Handbook

Revised

for

66 DEC 19 1958

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66-1934

UNRECORDED COPY FILED 11

5 DEC 16 1958

November 26, 1958

PROPOSED CHANGES IN MANUAL OF INSTRUCTIONS

The following changes should be made in the Manual of Instructions:

Revised 1. Re Crimes on the High Seas delete Volume II, Section 33B, ~~65~~, and Section 33B, ~~98~~, page 6.

Revised 2. Re Crimes on Government Reservations Other Than Indian delete Volume II, Section 33C, ~~48~~, and Section 33C, ~~8~~, ¹⁰, page ~~10~~.

Revised 3. Re Crimes on Indian Reservations delete Volume II, Section 33D, ~~98~~, and Section 33D, ~~102~~, page 14.

Revised 4. Re Other Crimes Involving Indians delete Volume II, Section 33E, 1.G and H, page 16.

Revised 5. Re ~~XXX~~ Theft of Property of Indian Tribal Organizations delete Volume II, Section 33E, 2H, page 17.

Revised 6. Re Theft of Government Property and Related Violations delete Volume II, Section 50G, page 10.

Revised 7. Re Illegal Use of Government Transportation Requests delete Volume II, Section 52E, page 2.

Revised 8. Re Interstate Transportation of Prison-Made Goods delete Volume II, Section 58G, page 2.

Revised 9. Re Irregularities in Federal Penal Institutions delete Volume II, Section 64E, page 1.

Revised 10. Re National Firearms Act - Federal Firearms Act delete Volume III, Section 74J, page 9.

Revised 11. Re Interstate Transportation of Fireworks delete Volume IV, Section 115G, page 2.

SEE NEXT PAGE

66-1934

Manual
revised
first

2-Buck

66-2435-2180

Proposed Changes in Manual of Instructions

Revised
12. Re Crimes on High Seas delete Volume II, Section 33B, 8,
the last sentence thereof, page 6.

Revised
13. Re Illegal Use of Government Transportation Requests ~~delete~~
Volume II, Section 52B, the last paragraph thereof, page 2.

Revised
14. Re Interstate Transportation of Fireworks, Volume IV,
Section 115C, second paragraph, third sentence should be amended to
read as follows: "The field shall conduct appropriate investigation
of complaints alleging violations of this statute.

November 26, 1958

PROPOSED CHANGES IN FBI HANDBOOK

The following changes should be made in the
FBI Handbook:

Revised 1. Re Crimes on Government Reservations delete
Part III, Chapter 19A, 6, and 19A, 8, page 45.

Revised 2. Re Crimes on Government Reservations delete
Part III, Chapter 19B, 6, and 19B, 8, page 45a.

Revised 3. Re Other Crimes Involving Indians delete Chapter
19C, 1D, and 19C, 1E, page 45b.

Revised 4. Re Other Crimes Involving Indians delete Chapter
19C, 2D, page 45c.

Revised 5. Re Crimes Within the Maritime Jurisdiction delete
Chapter 19D, 5, and 19D, 8, page 47.

Revised 6. Re Theft of Government Property delete Chapter 34,
5A, page 95.

Revised 7. Re National Firearms Act and Federal Firearms
Act delete Chapter 55, 6, page 148.

Revised 8. Re Juvenile Delinquency Act delete Part II,
Chapter 1, item 10, page 5f, the last paragraph beginning
"Whenever the subject...."

Handbook
Revised
foot

66-1934

2-B *BU*

..ICLOSURE 66-2455-2180

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: November 26, 1958

FROM : W. B. Welte

SUBJECT: PROPOSED CHANGES IN FBI HANDBOOK
AND MANUAL OF INSTRUCTIONS

This is to recommend that the attached Manual and Handbook changes be approved and forwarded to the Training and Inspection Division.

These changes are in line with the recent revisions made by the Training and Inspection Division in connection with report writing. These changes concern the following violations: Extortion; Fraudulent Practices Concerning Certain Military and Naval Documents; Seals and Symbols of the U. S.; Illegal Manufacture, Use, Possession or Sale of Emblems and Insignia; Illegal Wearing of the Uniform and Related Statutes; Impersonation and Related Statutes; Assaulting or Killing of Federal Officers.

Enclosures (2)

1 - Training and Inspection Division

NLD:jlp

(7)

ADDENDUM BY TRAINING AND INSPECTION DIVISION: AGG: 12/3/58

The purpose of these changes is to eliminate numerous references to report writing rules which are now concentrated in one place in the Manual of Rules and Regulations and in the Agents' Handbook. *66-2433*

REC- 83

5 DEC 16 1958

UNRECORDED COPY FILE

November 6, 1958

PROPOSED CHANGES IN FBI HANDBOOK

The following changes should be made in the FBI Handbook:

DELETE:

~~Part III, Chapter 23, page 64, item 5B, re Extortion.~~

~~Part III, Chapter 23, Page 65, item 9, re Extortion.~~

~~Part III, Chapter 32, page 79a, item 7, re Fraudulent Practices Concerning Certain Military and Naval Documents; Seals and Symbols of the U. S.~~

~~Part III, Chapter 36, pages 97-99, item 5, re Illegal Manufacture, Use, Possession or Sale of Emblems and Insignia.~~

~~Part III, Chapter 38, page 101, item 7, re Illegal Wearing of the Uniform and Related Statutes.~~

~~Part III, Chapter 39, page 104, item 6, re Impersonation and Related Statutes.~~

~~Part III, Chapter 7, page 15, item 7, re Assaulting or Killing of Federal Officers.~~

~~Part III, Chapter 7, page 16, item 9, re Assaulting or Killing of Federal Officers.~~

SEE NEXT PAGE

*Handbook
revised
for*

66-1934

66-2432-2181
2-Buford

ENCLOSURE

Proposed Changes in FBI Handbook

*add as
item B.
first* Part III, Chapter 23, page 64, item 5a should be added to Section 4 as item I.

*removed
first* Part III, Chapter 23, page 64, item 5c re descriptions in reports should be deleted.

*removed
first* Part III, Chapter 32, page 79a, item 3, the last sentence of paragraph 2 re submission of reports should be deleted.

*removed
first* Part III, Chapter 39, page 104, item 3, fourth paragraph re synopsis of reports should be deleted.

November 26, 1958

PROPOSED CHANGES IN MANUAL OF INSTRUCTIONS

The following changes should be made in the Manual of Instructions:

DELETE:

*Revised
from* Volume II, Section 38, page 5, item F2, re Extortion.

*Revised
from* Volume II, Section 38, page 6, item J, re Extortion.

*Revised
from* Volume II, Section 48, page 3, item G, re Fraudulent Practices Concerning Certain Military and Naval Documents; Seals and Symbols of Agencies of the United States.

*Revised
from* Volume II, Section 51, page 4, item G, re Illegal Manufacture, Use, Possession or Sale of Emblems and Insignia.

*Revised
from* Volume II, Section 54, page 4, item K, re Illegal Wearing of the Uniform and Related Statutes.

*Revised
from* Volume II, Section 55, page 12, item J, re Impersonation and Related Statutes.

*Revised
from* Volume II, Section 18, page 5, items I and J, re Assaulting or Killing of Federal Officers.

SEE NEXT PAGE

66-1934

*Revised
from*

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66-2435-218
ENCLOSURE

Proposed Changes in Manual of Instructions

*revised - made item 2
from first*

Volume II, Section 38, page 5, item F11, should be set forth as item E6.

*revised
from first*

Volume II, Section 38, page 5, item F3, re Descriptions in Reports should be deleted.

*revised
from first*

Volume II, Section 48, page 3, the last sentence of paragraph 1 dealing with submission of investigative reports should be deleted.

*revised
from first
revised
from*

Volume II, Section 54, page 3, item E concerning furnishing copies of reports to intelligence agencies should be deleted.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 12/10/58

FROM : Q. Tamm

SUBJECT: MANUAL REVISIONS IN CONNECTION
WITH NEW REPORT WRITING RULES

REPORTS

Tolson	_____
Boardman	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Clayton	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

You will recall that a revised and consolidated report writing system was sent to personnel recently in the form of manual revisions for the FBI Handbook and the Manual of Rules and Regulations.

Just after that, you approved my recommendation that the Domestic Intelligence and Investigative Divisions submit by 1/1/59 revised manual sections on the various violations over which we have jurisdiction in order to make them conform to the new system.

The general rule is that manual changes must be submitted to you for approval. It occurred to me that in this instance, in view of the huge amount of paper work involved and the fact that no basic policy changes are to be made, you might deem it satisfactory to allow the final rewriting of these sections to be decided by the above-mentioned divisions and the Training and Inspection Division which coordinated the report writing rules.

RECOMMENDATION:

That the manual revisions now being prepared in connection with the report writing changes be handled without coming through your office.

REC-93

66-2435-2182

4 DEC 16 1958

LAF:SMS
(2)

8 DEC 18 1958

4-755-59
Date

12/5/58

Employee assigned to (Division)
NEW YORK

To:
Director, FBI

From:
SA JAMES E. REILLY 08-12

SUGGESTION

In connection with the current (FBI Handbook revision #151, dated 11/3/58) change in report writing, it is suggested that, to facilitate the proper cataloguing of informants used under "T" symbols in a case and to furnish a ready reference to minimize the possibility of error, a floating top serial, salmon in color, be maintained in the current volume of the case file. This will aid the agent to whom the case is assigned to keep the proper sequence of "T" symbols in all reports. It will also aid when the case has to be reassigned or when it is being reviewed by supervisory or inspection personnel.

(Suggested samples attached)

In Bureau Reports

Current practice or rule (Include manual citation as well as facts)

None

Advantages of suggestion

As noted in body of suggestion, this form will act as a ready reference to maintain the proper sequence of "T" symbols.

Disadvantages of suggestion

EX-132
Annual Savings (Show basis for estimate)

REC-50
66-2435-2183
Although not readily determined in dollars and cents, it is felt that by use of this form, by minimizing the chances of error and obviating the necessity of laborious and repetitious reviews, especially in multi-volume cases, a substantial saving will accrue.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me against the United States.)

cc-designated for [] Mrs. [] Miss []

James Reilly, Special Agent

Recommendations and comments of Division Head

It is believed that this suggestion has considerable merit and its adoption is recommended.

66-2435-2183
H. J. Foster
Signature and Title
Special Agent in Charge

Attachment for Sample's Case file
8 Destroyed by Sugg. 12/12/58

DEC 8 1958

FILE # _____

TITLE

This serial is to be maintained as the top serial in this file at all times and should never be superceded

SELECTED REFERENCES

EX-101

SAC, Milwaukee
REC-59

12/10/58

Director, FBI (66-2435) 2/84

REPORT WRITING

Reurred 12/9/58.

Your conclusion that the FD-263 and the FD-204 should be one serial is correct. Your reasoning is not correct when you say that the results of the investigation on form FD-204 are being considered as part of report begun on FD-263. The "report" begins with form FD-204 as set out in the definitions. The cover page(s) (FD-263) accompany the report and both are serialized as one serial.

LAF:mcc

(4)



Tolson _____
Belmont _____
Mohr _____
Nease _____
Persons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

60 DECEMBER 1958
MAIL ROOM GECO TYPE UNIT

DECODED COPY

XX Radio

 Teletype

Mr. Tolson _____
 Mr. Belmont _____
 Mr. Mohr _____
 Mr. Nease _____
 Mr. Parsons _____
 Mr. Rosen _____
 Mr. Tamm _____
 Mr. Trotter _____
 Mr. W.C. Sullivan _____
 Tele. Room _____
 Mr. Holloman _____
 Miss Gandy _____

DEFERRED 12-9-58

TO DIRECTOR

FROM SAC, MILWAUKEE 091525

ATTENTION TRAINING AND INSPECTION DIVISION. RE REPORT WRITING. REFER SECTION FOUR, PART TWO, RULES AND REGULATIONS, PAGE TEN. RESULTS OF INVESTIGATION AS BEGUN ON FORM FD 204 BEING CONSIDERED BY THIS OFFICE AS PART OF REPORT BEGUN ON FD 263. ACCORDINGLY, BODY OF REPORT ON FD 204 NOT BEING SERIALIZED SEPARATELY FROM FD 263. FD 263 IN EACH INSTANCE WILL BEAR A SERIAL NUMBER, AND THIS SERIAL NUMBER WILL INCLUDE FD 204. IF THIS PROCEDURE IS NOT CORRECT, PLEASE ADVISE.

RECEIVED: 11:15 AM RADIO

11:34 AM CODING UNIT BLH

M.P. Mohr

EX-101

REC- 50

2184

SAC, Detroit REC-9

12/15/58

Director, FBI (66-2435) - 2185

REPORT WRITING

Reurlet 12/8/58.

RT
51

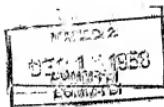
You will shortly receive a manual change which will say that hereafter all designations of outside dissemination of a report are to appear on each copy of the FD-204.

When you designate under "Copies made" on the FD-263, i.e. "2 - Dallas," you are referring to the number of copies of the report (FD-204) being distributed. It is a general rule that a copy of an FD-263 will accompany each copy of the report except that the Bureau wants two at most. It is also known that FD-263 will not be disseminated outside the FBI.

The general rule regarding the setting out of the fact that the subject is armed and dangerous does not say anything about putting it in the details in the circumstances you have set out.

LAF:mcc
(4)

206



Tolson _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

REC 10

MAIL ROOM TELETYPE UNIT

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 8, 1958

FROM : SAC, Detroit

SUBJECT: REPORT WRITING

INVESTIGATIVE REPORTSAttention: Training and Inspection Division

The following items have been brought up resulting from the recent changes in report writing which the Detroit Office would like to clarify:

1. The Manual of Rules and Regulations, Part II, Sec. 4, Pg 14 under section pertaining to copies to outside agencies. It is noted that where intelligence agencies are involved the identities of these agencies will be set forth on the FD-204. Only the identities of the intelligence agencies will be set forth on the copies received by the respective agencies. It appears that if more than one USA's office receives copies of the investigative report only the USA's office receiving that particular copy will have its name appearing on the FD-204. E.g., if copies of FD-204 are going to USA at Detroit and USA at Cleveland, the USA's copy at Detroit will only reflect that that office received a copy of the report, and the USA at Detroit will not be aware that the USA at Cleveland also received a copy of the report.

Furthermore, it appears that the fact that copies of the FD-204 were furnished to a USA should not appear on the other copies of the FD-204 furnished to the Bureau, auxiliary offices, the office of origin and the submitting office.

In discussing this with stenographic personnel it was pointed out that it takes extra time to eliminate the USA from intra-Bureau copies of the investigative report. This is especially true in the preparation of multilith reports. Unless the Bureau feels that it is not desirable, it is the recommendation of this office that the identities of all USA's receiving copies of the investigative report be placed on all copies of the FD-204 including those sent to USA's and those within the Bureau.

3 Bureau
1 - Detroit

WAS/lmw
(4)

REC-9

46-2435-2185

DEC 10 1958

DET 12/15/58
46-2435-2185
T-1
T-1
T-1

2. Another problem is the fact that the Bureau only desires that two sets of cover pages be furnished even though as many as five copies of the investigative report may be submitted. Inasmuch as the investigative report is not an enclosure to the cover pages, there appears to be no logical place to show that two copies of the cover pages were prepared and five copies of the investigative report. Therefore, it appears that the number of copies of the investigative report is the governing factor, and the FD-263 under "Copies of this report" in those instances where the Bureau receives five copies of the investigative report and two copies of the cover pages, the FD-263 will reflect five copies are being submitted to the Bureau.

This is also true when copies of the investigative report are being furnished to a USA in another division. E.g., if a copy of the investigative report is being designated for USA at Cleveland and two copies of the report for the Cleveland Office, it appears that the number of copies of the report will be three for Cleveland even though only two copies of the cover pages are prepared.

3. The Manual of Rules and Regulations, Part II, Sec. 4, Page 15 instructs that information that a Subject is armed and dangerous or has suicidal tendencies with basis for such conclusion, be set forth in the synopsis of the first report setting forth this information and in the synopses of all subsequent reports as long as these facts exist. It is noted that statements in the synopsis must be substantiated by information set out in the details. The inclusion of this information in the synopsis is completely adequate in this office's opinion and therefore it is recommended that these warning notices only appear in the synopsis.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 12/10/58

X FROM : Q. Tamm

SUBJECT: SUGGESTION #748-59
SUBMITTED BY SA PETER G. ROTH, JR.
ALBANY DIVISION

Tolson _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tomm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____
 H.C. [initials]
 5-28

SUGGESTION: That the Interview Report form (FD-302) and Standard Form No. 64 (SF-64) recording investigation be filed as the original copy whenever sufficiently well rough drafted by Agents rather than have a stenographer or typist retype them.

PRESENT PROCEDURE: Some Agents, particularly Resident Agents, rough draft FD-302 and SF-64 forms (on typewriter in most instances). Rough draft is retyped by stenographer or typist who makes enough copies for investigative report. Original produced by the stenographer or typist is retained for possible production in court.

ADVANTAGES STATED: SA Roth believes that if Agent's rough draft is sufficiently well prepared it could be retained as original for production in court and thus eliminate the necessity of retyping. He also feels that Agent's rough draft is more of an original than the one typed by the stenographer.

OBSERVATIONS: Training and Inspection Division does not recommend adoption for following reasons: (1) Very few Agents are able to produce copy suitable for presentation in court, without possibly retyping several times. (2) Agents are investigators, not typists. Rough drafting is acceptable time-saving procedure, but rough drafts are prepared in the shortest possible time. Strike-overs or other errors are not erased but merely crossed out to assure accuracy for retyping. (3) No advantage to using rough draft as original unless needed copies were prepared at same time since stenographer would have to prepare copies to be used as inserts in report and Agent would still have to check copies for accuracy. (4) Agents might spend too much time trying to produce acceptable original whereas they should be out investigating cases.

RECOMMENDATIONS: 1. That this suggestion not be adopted.

2. If approved, enclosed letter should be sent to SA Roth, acknowledging his suggestion.

Encl⁶sure
 1 - Personnel file of SA Peter G. Roth, Jr. (sent separately)
 AGG:ceh/vfb (3) 6 C DEC 23 1958

REC-85

23 DEC 17 1958

Keefer

12/11

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
 Attention: TRAINING AND INSPECTION DIVISION

FROM: SAC, NEW ORLEANS

SUBJECT: FILING OF COMMUNICATIONS

DATE: 12/11/58

Part 2, Section 4, subsection C, 14, Manual of Rules and Regulations in revision of November 3, 1958 states that the original of an FD-302 or SF-64 is to be filed as a serial and that the initialing of the FD-302 or SF-64 (by the agent conducting the interview) constitutes the necessary authority to serialize and file. It is further stated that these originals should be filed adjacent to the communication in which the copies are incorporated, when practical.

As a matter of practice it is suggested that the original of an FD-302 or SF-64 be serialized at the time the communication containing copies thereof is serialized or at such time that an FD-302 or SF-64 is prepared as an insert. After serialization the original FD-302 or SF-64 would then be routed to the dictating agent for his approval and, upon his initialing same, it would then be filed.

This slight change in procedure would allow all FD-302's and SF-64's to be filed immediately adjacent to and preferably beneath the report or other communication in which the information is reported. It would further assist the Chief Clerk's Office in maintaining the file by charging out of FD-302's and SF-64's to the dictating agent by serial number rather than as an insert.

It is realized that on very infrequent occasions the dictating agent discovers errors in FD-302's and SF-64's which were not apparent to the supervisor approving the outgoing communication which necessitates retyping the original. In those instances the retyped SF-64 or FD-302 could be readily substituted for the incorrect one by the Chief Clerk's Office and would bear the same serial number, the incorrect copy being destroyed.

2 - Bureau
 1 - New Orleans
 PRA;vlb
 (3)

60 DEC 22 1958 *Y396*

60-2455-287
 NO DEC 17 1958

NO 66-1

Since it is felt that this manner of handling FD-302's and SF-64's will result in the maintenance of files in a more comprehensive fashion as well as a saving of time on the part of the Chief Clerk's Office, it is being placed into operation in this office UACB.

b6
b7C

#751-59

Date	12/1/58
Employee assigned to (Division)	
Birmingham	

To: Director, FBI

From:

8
Chief Clerk
COORDINATOR

SUGGESTION Re: REPORT WRITING. I suggest that forms FD-302 and SF-64, copies of which will be included as pages in reports, be given the page number of the report at time report is written. This would be most advantageous when report is prepared on multilith masters or mimeograph stencils and when report contains many copies and pages. Suggest the number be typed thereon near the bottom and that "original", which is placed in 1A envelope as evidence, be cut off to eliminate the page number. (See sample attached). This will reduce the length of the original by approximately 1/4". If there be objection to reducing the length of the original, then I suggest as an alternate that legal size paper be used to produce the original and letter size for copies. The legal size may then be cut at both top and bottom to standard, or 8" x 10 $\frac{1}{2}$ " size.

Current practice or rule (Include manual citation as well as facts) Omit report page number when typed and then affix appropriate page number with numbering machine, on all copies except "original", after report has been reproduced.

Advantages of suggestion Eliminate considerable numbering of pages with numbering machine, thus saving great amount of time in many instances. For example, I have at hand an investigative report recently reproduced on a multilith. This report consists of 17 copies and contains 239 pages. Of the 239 pages, a total of 209 are either on forms FD-302 and SF-64, therefore a total of 3,553 operations were necessary to number these pages with a numbering machine. Numbering of this report required the services of one employee approximately six hours. If above suggestion is approved, the numbering operation will be eliminated and the cutting operation would require approximately 20 minutes for a report similar to the one cited, as the originals of only 209 pages would be cut.

Disadvantages of suggestion None known, except possibly an objection to reducing length of the original. However, as above suggested, if there be such objection, then legal size paper could be used for the "original" only and cut at both the top and bottom to conform to the standard size.

Annual Savings (Show basis for estimate)

REC-55
EX-124

66-2435-2188

Indeterminate. Depends upon the number of investigative reports written throughout the Bureau wherein the above situation exists. Believed to be considerable.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.)

empl's pers fil. Mr. Mrs. Miss

Signature and Title of Suggestor

CHIEF CLERK COORDINATOR

Recommendations and comments of Division Head

This appears to have merit and warrants consideration.

C. M. KELLEY
C. M. KELLEY, SAC.

Signature and Title

66-2435-2188

2 detected in TYE KEN off

DEC 5 1958

b6

b7C

FEDERAL BUREAU OF INVESTIGATION
INTERVIEW REPORT

Date _____

NOTE: Original only to be cut at broken line,
near bottom, thus removing the report
page number from the original.

Interview with _____ File # _____

on _____ at _____ Date dictated _____

by Special Agent _____ *66-2435-2188*

Property of FBI - This report is loaned to you by the FBI, and neither it nor its contents are to be distributed outside the agency to which loaned.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 12/10/58

FROM : Q. Tamm

REPORT WRITING

SUBJECT: SUGGESTION #751-59

SUBMITTED BY [REDACTED] CHIEF CLERK
BIRMINGHAM DIVISION

Tolson _____
 Belmont _____
 Mohr _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tomm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

b6
b7C

PRESENT PROCEDURE: When a field office needs more copies of an investigative report than can be made by one typing of the material, it is typed on a stencil for reproduction by Mimeograph or multilith process machine. As a stenographer completes each page placed on the stencil, she numbers the page so that all copies prepared will show the appropriate page number of the report. Current rules require that an Interview Report form (FD-302) or Standard Form No. 64 (SF-64) be used to record information which could become testimony. The question as to which form is to be used depends on who is going to testify. Copies of these forms recording such information are used as inserts in our investigative reports. In order to comply with the Jencks decision and the so-called Jencks law, we must be prepared to produce in court the original of either form used. When we reproduce these forms by Mimeograph or multilith, we adopt one such copy as the original and it is not to bear any page number which might show on the other copies used as inserts in a report.

This presents the problem as to how a stenographer is going to produce from a stencil copies for a report and yet have one to be regarded as the original which will not show a page number at the bottom.

SUGGESTION: That when reproducing a report on Mimeograph or multilith process machine, the appropriate page number should show on all copies of each page. Where it is necessary to produce one copy of each FD-302 or SF-64 without page number, a small strip should be cut from the bottom of a copy to remove the page number or, if necessary, one copy should be produced on legal size paper which could then be cut without reducing the standard size of the page.

OBSERVATIONS: Training and Inspection Division recommends this suggestion not be adopted since it entails much unnecessary work to accomplish something more easily obtainable by other methods. The Mechanical Section of Administrative Division advised that the desired results can be obtained as follows: (1) If multilith process is used, after running off desired number of copies of a page for reporting purposes, the machine is stopped and the page number is erased from the multilith master. One more copy is then run off and it is used as

Enclosures (2) — *letter* *sent 12/10/58* EX-124 REC-55

66-2135-2189

AGG:ceh *W*
(3)

11 DEC 17 1958

1 - Personnel file of [REDACTED] (sent separately)

60 DEC 22 1958

b6
b7C

Memo Q. Tamm to Mr. Tolson
RE: SUGGESTION #751-59

12/10/58

OBSERVATIONS: (continued)

the original for production in court. (2) If Mimeograph is used, the same procedure is followed except that instead of erasing the page number, it is necessary to raise the lower end of the stencil, apply correction fluid over the page number. This dries quickly and permits running off one more copy without a page number. Past experiences have indicated that most offices are aware of these and other equally simple methods of eliminating page numbers on stencils or multilith masters.

RECOMMENDATIONS: 1. That this suggestion not be adopted.

2. If approved. the attached letter of acknowledgment should be sent to [redacted] b6 b7C

3. That attached letter to SAC, Birmingham, be sent explaining more efficient procedures for use in preparing Mimeograph or multilith copies without page numbers.

[Signature]

[Signature]

[Signature]

[Signature]
12/11

[Signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: December 4, 1958

FROM : A. Rosen *R*

SUBJECT: *False*
 WALLACE HUGH ALLEN, ET AL.
 BOMBING OF THE TEMPLE
 1589 PEACHTREE ROAD, N. W.
 ATLANTA, GEORGIA, 10/12/58
 INFORMATION CONCERNING

Tolocan _____
 Boordman _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen *R*
 Wamm _____
 Trotter _____
 W.C. Sullivan _____
 T. C. Room _____
 Holloman _____
 Gandy _____

INVESTIGATIVE REPORTS

In connection with the trial of the case, the following action has been taken concerning the possibility that a request might be made for reports submitted by the informant in this case as well as a request for the Bureau report.

When this case was being prepared for trial, the Bureau took up with the Civil Rights Division the possible applicability of the Jencks decision to this trial in state court. An opinion was received that the Jencks decision was not applicable and, therefore, the Federal Government could not be compelled to produce these reports.

Even though this opinion was given by the Department, it appeared that this did not fully answer our position because a general denial might result in adverse criticism in the event the trial did not turn out favorably. Accordingly, we had all of the reports submitted by the informant in this case reviewed, both in Atlanta and at the Seat of Government, for the purpose of noting extraneous and nonadmissible information contained therein. These reports with notations as to such objectionable material were forwarded to the Department in order that the Department would have available full information concerning the informant's reports. It was suggested to the Department that, in the event a demand for the production of any of these reports was made and the state court so ordered, the Department could consider the matter and, if it was decided that any such reports should be produced, then the United States Attorney could be instructed by the Department to appear in court and furnish such reports as finally excised by the Department.

With reference to the production of Bureau reports, the present instructions are that reports be prepared in such a manner so that the pertinent portions can be removed from the report without affecting the balance of the report. Our reports are set up so that the agent's interviews with various individuals are separately reported so that they may be removed in toto and introduced. The purpose of this procedure is to be able to comply with the Jencks decision in the event a demand is made for that part of the report which relates to the testimony of a witness. The report in instant matter was prepared in accordance with these instructions.

AE:ige
(5)

100-66-2435-
 NOT RECORDED
 32 DEC 19 1958

DEC 19 1958

CARTON FOLD IN 69

Memorandum to The Director
Re: WALLACE HUGH ALLEN, ET AL.

The two matters which are now pending are the Form 64 and the Form 302. Form 64 is an office memorandum prepared by Agent [redacted] to the SAC which is prepared in such a form so that a copy of this memorandum is actually incorporated in the report. The original is retained in an evidence envelope so that it can be introduced in the event a decision is reached that it be produced. The Form 302 is handled in the same way. The Form 302; however, is an interview form which reflects the results of the interview of one person. b6 b7c

So far, no demand has been made for anything; however, in view of the fact that Agent [redacted] did testify yesterday and the possibility arises that a demand could be made, this question was taken up specifically even though the Department had previously indicated that the Federal Government could not be compelled to furnish any information under the Jencks decision.

In the event a request is made for any particular testimony as reflected in our reports, it may be to our advantage to turn this portion of the report over to the court. Our report is prepared in such a manner that this can be done in the event we feel it desirable. Under the circumstances, we will immediately take up any specific request inasmuch as the reports are over 1300 pages in length and it would appear to be inadvisable to clear any portion thereof at this time because it is not in issue. However, just as soon as a specific request arises, we will immediately check to determine if it would be to the advantage of the Government to release this portion of the report.

I am not satisfied with this procedure. It seems to me that when we are on notice as to what is to appear we should then get final action re going to trial by this in the matter. We should not do so until the issue is actually antagonized for a local judge specially composed by my office as a case other than ours and they do the necessary work to form a trial. We will then have the trial and decision of the latter.

12-854
12-854

12-854
12-854

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *ABR*

FROM : MR. J. F. BLAND *JP*

SUBJECT: REPORT WRITING CHANGES

DATE: December 11, 1958

1 - Training and Inspection
 1 - Mr. Belmont
 1 - Mr. Bland
 1 - Mr. Rushing
 1 - Mr. Putnam

Tolson	Boardman
Belmont	Mohr
Nease	Persons
Rosen	Tamm
Trotter	W.C. Sullivan
Tele. Room	Holloman
Gandy	

Page 60, Item k (1), Part I of the FBI Handbook provides that when an office designates a particular T symbol to be used in the place of the name of a particular informant in the first report by that office in a case, the same T symbol should be used for that particular informant throughout the first report and all subsequent reports by that office in order to avoid confusion about the number of informants in a case.

OBSERVATIONS:

This new rule will necessitate considerably more file review on the part of Agents in the field preparing security reports, particularly in front cases, cominfil cases, and individual security cases of long standing where numerous reports have been, and will continue to be, submitted. This rule appears to serve no useful purpose insofar as security reports are concerned and will undoubtedly result in the expense of more Agent time in preparing security reports without compensating gain. In addition, it is conceivable that over the course of time the reader of reports on a particular subject, through careful analysis, can determine the identity of an informant in a particular case.

During the recent report writing conferences this change was opposed by Supervisors [redacted] and Patrick D. Putnam on the basis that it defeats the purpose of the new rules regarding report writing in that rather than facilitating the preparation of security reports, it makes it more difficult and cumbersome for an Agent in the field to prepare a security report. It is understandable that it would be less burdensome on an Agent preparing a Security of Government Employees report or applicant report, where the period of investigation generally is considerably less in time than the period of investigation spent on front cases, cominfil cases and cases on security individuals.

RECOMMENDATION:

REC-13

66-2435-2190

It is recommended that insofar as security reports are concerned, the above-mentioned rule be abrogated in favor of the old rule that T symbols in the first report on a subject need not be correlated with the T symbols in subsequent reports on the same subject.

33 DEC 23 1958

PDP:fbm

(6)

UNRECORDED COPY FILED IN 66

Old rule
being revised
J. F. Bland
J. F. Bland
J. F. Bland

HOTHS-59

Date		12/2/58
Division of Assignment		ALBANY

To: Director, FBI	From: (Suggester's name)	
----------------------	--------------------------	--

PETER G. ROTH, JR. 13

SUGGESTION That FD 302s and SF 64s typed by agents be filed as originals wherever such are sufficiently well prepared by the agent rather than having typists or stenographers prepare them from the forms as "roughdrafted" by agents. Supervisors will decide whether neatness is sufficient for filing or that new copy is needed.

87

Current practice or rule (Include manual citation as well as facts) Handbook, Part I, page 39 - Agents' typed forms are used only as roughdrafts. Filed forms are copied and routed to agent for initialing.

Advantages of suggestion and annual savings (include basis for estimate)

This will save handling and routing. Also will preserve the agents' original rather than a copy prepared by a steno.

Disadvantages of suggestion

None apparent to me.

co-designated for
Roth's pers. in copy

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

Mr. Mrs. Miss

PETER G. ROTH, JR. Signature and Title of Suggester

Recommendations and comments of Division Head

Special Agent

The suggestion appears practical. Has additional advantage of being original prepared directly by agent rather than a transcription. recommend adoption.

A. CORNELIUS, JR. Signature SPECIAL AGENT IN CHARGE

(Do not write in this space - for Bureau use only)

Letter to
2nd Secy 12/10/58 REC-13
My no Q Form for
This is a rough draft
41st U.S. P.G. Staff

66-2435-2191
7 DEC 17 1958
JEW

PROC
DEC 4 1958

SAC, New Haven (66-2234)

12/19/58

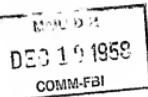
REC-95 Director, FBI (66-2435) 2/92

SERIALIZING REPORTS UNDER NEW
REPORTING SYSTEM
NEW HAVEN DIVISION

Reurlet 12/11/58 on captioned matter in which
you set out your present policy of assembling cover pages,
reports, and letterhead memoranda of evaluation.

Your procedure is correct. In addition to
what you are doing, however, you should also staple
the letterhead memorandum of evaluation underneath the
report at the top left.

LAF:mcc
(4)



erson _____
Almont _____
ahr _____
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set _____
ns _____
ter _____
L. Sullivan _____
e. Room _____
loman _____
dy _____

MAIL ROOM TELETYPE UNIT

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: December 11, 1958

FROM : SAC, NEW HAVEN (66-2234)

ATTENTION: TRAINING DIVISION

SUBJECT: SERIALIZING REPORTS UNDER NEW
REPORTING SYSTEM
NEW HAVEN DIVISION

Investigative Report

The Bureau's attention is directed to Part Two, Section 8, of the Manual of Rules and Regulations, which, under Item #4, deals with the assembling of investigative reports. This mentions that the cover pages, (the first page of which is on FD-263) the investigative report (the first page of which is on FD-204), and the letterhead memorandum regarding reliability of sources should be each stapled together in the upper left hand corner, which would result in three individual packs. Instructions are these three packs should then be stapled together by means of a staple in the upper right hand corner.

The New Haven Office is having the SAC's initials placed on the FD-263 as in the past and is serializing all of this material stapled together as a single serial.

UACB, this policy will be continued.

let SAC, NH
12-17-58 JHF/mw
Item 8
2 - Bureau
1 - New Haven
JWP/bss
(3)

REC-95

66-3435-2192

15 DEC 23 1958

7-13

66-2435-
D.D.C.-2-86974
December 15, 1958

Mr. Charles N. Keating
Director
Office of Personnel, Security and Integrity
International Cooperation Administration
Washington 25, D. C.

Dear Mr. Keating:

I have received your letter of December 9, 1958, in which you request continuing authority to destroy your copies of FBI investigative reports on employees of, and unsuccessful applicants to, the International Cooperation Administration. You point out that the destruction would be accomplished under the provisions of Executive Order 10501.

We have no objection to the destruction of the referenced FBI material provided only that each such item shall be destroyed, as you indicate, in accordance with Executive Order 10501. We note specifically that this Executive Order provides that classified defense information shall be destroyed by burning or by an equally complete method of destruction. It is our desire also, that any FBI reports not falling under this Executive Order be destroyed in the same manner.

MAILED 19
DEC 17 1958
COMM-FBI

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

R.W.
Tolson _____
Belmont _____
Mohr _____
Nease _____
DeLoach _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

1 - Mr. Nease (Attention: Mr. Walkart)
DJD:vfb
(4)

SEE NOTE ON PAGE 6

MAIL ROOM TELETYPE UNIT

REC'D. RUM. ROOM
D. I. T.

NOTE: This reply follows the requirements of Executive Order 10501 and is in accordance with Bureau policy on such requests as shown in the letter of November 13, 1958, from the Director to the Comptroller General of the U. S. authorizing the latter official to destroy copies of ~~NSI~~ reports in the same manner as indicated in the current outgoing. Bufile 66-3286-811. It should also be noted that during the time these reports are deposited in the Federal Records Center they will be granted the security required by their classification.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 11/20/58

FROM : Q. Tamm

SUBJECT: REPORT WRITING REGULATIONS
AND PROCEDURES; ELIMINATION
OF ADMINISTRATIVE DETAIL

As you know the manual inserts on report writing were approved and dissemination of them was to take place upon receipt of the new form FD-204 from the Government Printing Office. This is to advise that the form has been received and that the inserts have arrived at the various field offices.

One of the recommendations contained in my memoranda to you on captioned subject dated 8/28/58 and 10/20/58 which you approved was that upon receipt of these inserts other divisions at the Seat of Government were to review sections of the FBI Handbook and Manual of Instructions with which they are concerned and prepare necessary changes for these manuals for the purpose of eliminating report writing instructions contained therein.

RECOMMENDATION:

That each Seat of Government division review the manuals along the lines set out above and submit the necessary manual revisions by January 1, 1959.

- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. Nease
- 1 - Mr. Parsons
- 1 - Mr. Rosen
- 1 - Mr. Trotter
- 1 - Mr. Clayton

Bufile 66-2435

LAF:mcc
(8)

3 DEC 31 1958

b6
b7C

Tolson	✓
Edelman	✓
Belmont	✓
Mohr	✓
Nease	✓
Parsons	✓
Rosen	✓
Tamm	✓
Trotter	✓
Clayton	✓
Tele. Room	✓
Holloman	✓
Gandy	✓

J. M. G.

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97	✓
98	✓
99	✓
100	✓

REC-46

EX-144

66-2435-2193

20 DEC 23 1958

J.W.C.

SAC, Pittsburgh (66-1384)

12/22/58

Director, FBI 66-435-2194

REPORT WRITING

REC-55

Reurlet 12/15/58, raising certain questions concerning report writing regulations. Copies of memoranda prepared on SF-64 to report confidentially obtained information of record can be used as pages in an investigative report or other communications in the same manner as a memorandum utilized by an agent to record information as to which he can testify. Prepare such memoranda in manner set out in Manual of Rules and Regulations, Part II, Section 4 C2.c, page 4. So prepared, identity of source is not set out if it is not to be disclosed. Procedure applies only when information is available upon issuance of subpoena duces tecum.

With reference to your inquiry regarding the use of T symbols, your understanding of the regulations appears to be correct. The rule that the same T symbol should be used for an informant throughout the first report and all subsequent reports is not applicable to security matter, internal security, and espionage type cases. This exception will be set out in the manual revisions next received by your office.

HRF: sjw
(4)



Tolson _____
Belmont _____
Mohr _____
Nease _____
Persons _____
Rosen _____
Tamm _____
Trotter _____
W. A. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM TELETYPE UNIT

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 12/15/58

FROM: SAC, Pittsburgh (66-1384)

SUBJECT: REPORT WRITING

Reference is made to Manual of Rules and Regulations, Section 4, C, 2 c, page 4, wherein it is stated that at times it is necessary to report certain confidentially obtained information of record such as bank or telephone records, which can be brought into court only by subpoenas duces tecum. This is accomplished by putting it on an SF-64.

Bureau advice is requested as to whether such a 64 should be included in the report along with other 64's and 302's or whether it should be made an enclosure.

The theory that it should be made an enclosure (although it is on Standard Form 64 paper) stems from the fact that a source is being utilized and according to Bureau rules a source cannot be utilized in a criminal type case. Also the fact that Western Union records and the like are strictly confidential and are not to be disclosed to anyone, the inclusion of a 64 in a report setting out such information, which would have to be furnished to the defense upon demand, could preclude successful prosecution.

Further reference is made to Manual of Rules and Regulations, Section 4, D, 2b (11) (a), page 19, with reference to T symbols which sets out that when an office designates a particular T symbol for a particular informant in the first report by that office in a case the same T symbol should be used for that informant throughout the first report and all subsequent reports by that office. Also, where more than one office is involved there may be T-1, T-2, etc., from each office and that to avoid confusion each office is to put its abbreviation before all T symbols in all cases. It is the understanding of this office from the above that all T symbols in reports emanating from this office should be designated as PG T-1, PG T-2, etc., except in those instances where an insert has been received from another office designating such informant as an informant from the submitting office, i.e., SF T-1. The Bureau is requested to advise whether Pittsburgh's understanding of this matter as set out above is correct.

REC-55

Bureau
1 - PittsburghEHW:EMG
(3)12/15/58
PG T-2
HHS:EMG

DEC 24 1958

66-1384-2494

PG 66-1384

A question arises, however, with regard to cases in which numerous reports have been submitted in the past (principally in Security Index and organizational cases) and in which future reports will be submitted on a quarterly, semiannual or annual basis with respect to uniform designation of informants involved since T symbols have been designated for informants used in the past with no regard for uniformity. The Bureau is requested to advise whether the above section of the manual applies to such cases and, if so, what is to be the future basis for the uniform designation of T informants in such cases?

SAC, Knoxville (66-691)

12/22/58

REC-55

Director, FBI 66-112-2195

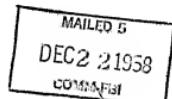
REPORT WRITING

Reurlet 12/16/58, concerning questions involving report writing procedures.

1. Under "copies made" on the cover page (FD-263) show the actual number of reports submitted. Reports are not enclosures to the cover pages.
2. The cover pages, the investigative report, and the letterhead memorandum reflecting informant evaluations should be handled as one serial, being assembled as one document.
3. In classifying documents "confidential," etc., the investigative report form (FD-204) should be stamped, instead of form FD-263, on the top and bottom and at the top and bottom of both sides of the last page of the report. Letterhead memoranda should be classified separately, and, when classified, carry the classification on both the back and the front as in the case of reports. See Part II, Manual of Rules and Regulations, Section 4, page 53.

HBF:sjw
(4)

Tolson _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holleson _____
Gandy _____



DEC 2 1958
MAIL ROOM TELETYPE UNIT

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 12/16/58

FROM : SAC, KNOXVILLE (66-691)

SUBJECT: REPORT WRITING-

The following questions have been presented concerning the new procedures in report writing:

(1) On the cover page (FD-263), under "Copies Made", should the number of copies set out be the actual number of reports submitted or should it be the number of cover pages, with the number of reports submitted shown in parenthesis as enclosures? If the number of reports is shown as enclosures, they will be described after the status on the cover page.

(2) Should the cover page (FD-263), the investigative report, and the letterhead memorandum showing the informant evaluation each be block stamped and separately serialized?

(3) In classifying documents "Confidential", etc., should the cover pages, investigative report, and the letterhead memorandum showing the informant evaluation each be stamped "Confidential", etc., on the back and front?

2 Bureau
1 - Knoxville

CCG:at
(3)

REC 55

12-1135-2195

RECEIVED
DEC 24 1958

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nease

DATE: December 23, 1958

FROM : M. A. Jones

SUBJECT: REPORT WRITING REGULATIONS
AND PROCEDURES; ELIMINATION
OF ADMINISTRATIVE DETAIL

Tolson _____
 Boardman _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen b6
 Tamm b6
 Trotter b7C
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____

Re memorandum from Mr. Tamm to Mr. Tolson dated 11-20-58,
 captioned as above.

Referenced memorandum instructed that any suggested manual changes be prepared by each Division concerning new report writing procedures and be submitted to the Training and Inspection Division by 1-1-59. Pertinent sections have been contacted in the Records and Communications Division and there are no suggested changes at this time.

RECOMMENDATION:

That this memorandum be immediately forwarded to the Training and Inspection Division.

REC-5

66-1125-2196

1 - Mr. Tamm

HEH:jc
(4)

12 JAN 1959

SJM

12 JAN 5 1959

2-1

CH&H

Director, FBI
Attn: Forms Management Desk,
Training & Inspection Div.

12/18/58

SAC, Baltimore (66-2178)

REVISION OF BALTIMORE FORMS BA 1 AND BA 6

C. Tamm
ReBAlet to Bu dated 12/11/58.

The Bu is requested to disregard the proposed revisions of BA Forms BA 1 and BA 6 referred to in reBAlet.

Enclosed herewith are new proposed revisions to these forms which BA feels will be in more conformity with the new reporting system.

In the event these revised forms are approved by the Bu, it is requested that an estimated three months' supply, 2,000 copies of each form, be prepared by the Bu and forwarded to the BA Office.

②Bureau (Encs. 20)
2-Baltimore (1 - 94-262)(1 - 66-2178)
JEB:HMS
(4)

ORIGINAL FILE IN

1 66-2178
176 DEC 30 1958
INDEXED

S.T.
esa

#768-59

Date

12/9/58

Division of Assignment

Little Rock

To:
Director, FBI

From: (Suggester's name)
SA NICHOLAS D. HARREL GS-12.

SUGGESTION

In our current report writing procedure the caption that states a subject is Armed and Dangerous is not ordinarily carried on the first cover page of the report. If there are numerous leads and administrative data, the Armed and Dangerous caption may be on the second or third cover page. It is believed the Armed and Dangerous caption should be immediately visible when an agent or supervisor reads a report, and therefore, it is suggested the Armed and Dangerous caption be placed on the first cover page (FD-263) before the reference, or immediately above the approval line, and continue to be added to the synopsis on FD-204 and at end of report.

Current practice or rule (Include manual citation as well as facts) Current practice is to place Armed and Dangerous caption at end of cover pages, at end of synopsis, and at end of report. Manual of Rules & Regulations, Part II, Sect. 4, pg. 15, sets out rule for including Armed & Dangerous caption in synopsis. ~~Advantages of suggestion and annual savings (include basis for estimate)~~

Advantages are:

1. Armed and Dangerous caption will be immediately noted by agent to whom case assigned and supervisory personnel.
2. This will serve as an immediate flag for anyone reviewing the file, preparing to go out on apprehension, or preparing outgoing communication.
3. Will save agent and supervisory time in that Armed and Dangerous information is readily available on first cover page and would not necessitate review of previous reports past first cover page to determine if Armed & Dangerous information should be included in current communication.

Estimate of annual savings cannot be made, but it is believed many ~~discretionary~~ agent hours would be saved by eliminating a search for the Armed & Dangerous caption.

Disadvantages:

None readily recognizable.

cc-designated for

em, 1st page file 12-58

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

Mr. Mrs. Miss

Nicholas D. Harrel
Signature and Title of Suggester Special Agent

Recommendations and comments of Division Head

CC-3

66-2435-219 Agent

It is believed that this suggestion has merit and should be favorably considered by the Bureau. This is most important and will be an aid to all personnel handling the communication.

Signature and Title Special Agent in Charge

(Do not write in this space for Bureau use only)

ack 12/18/58-6th

T + I Div. Considering suggestion.

Memo of 2 memo 11/11/58
12-23-58

12-18-58 JAN 6 1959

b6
b7c

S.T.
66-
Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 12/23/58

FROM : Q. Tammy

SUBJECT: SUGGESTION # 768-59
MADE BY SA NICHOLAS D. HARREL
LITTLE ROCK DIVISION

Tolson	_____
Boardman	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Stevens	_____
Trotter	_____
Cleaton	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Suggestion: That the "Armed and Dangerous" statement applied to subjects who fit that description be set out on the first cover page of a report before any references or immediately above the approval line. This would be in addition to the present requirement that this statement appear in the synopsis of the report.

Present Procedure: Present rules require that the "Armed and Dangerous" statement, with basis for such statement, appear in the synopsis of the first report setting forth this information and in the synopses of all subsequent reports as long as these facts exist. (See Agents' Handbook, Part I, item (10, page 54)

Advantages Stated: SA Harrel believes adoption of his suggestion will make certain the "Armed and Dangerous" statement is immediately noted; will serve as flag to anyone reviewing file, preparing to apprehend subject or preparing outgoing communication; will save Agent and supervisory time.

Observations: Training and Inspection Division does not favor adoption of this suggestion. Consideration has previously been given to similar suggestions but all have been rejected on the basis that the present requirement is well-established, it places the statement in a conspicuous place in each report and to require it also be stated in other parts of the same communication would be duplication and would add one more rule whereas we are trying to simplify our report writing system as much as possible. No real advantage can be seen to adopting this suggestion.

RECOMMENDATION: That the suggestion not be adopted. If approved, no further action is necessary since SA Harrel was thanked by letter of 12/18/58.

12 JAN 5 1959

1 - Personnel file of SA Nicholas D. Harrel (sent separately)
AGG:mcc

(3)

67 JAN 8 1960

2-
X

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI (66-2433) DATE: 12-22-58

FROM : SAC, SPRINGFIELD (66-1379)

SUBJECT: REPORT WRITING

Re: Remylet, 12-4-58 and Bulet, 12-15-58, relative to dictating equipment capable of being operated from a 12 volt automobile battery by plugging into the cigarette lighter outlet.

Since it is indicated that the existence of such equipment will be made known to agent personnel at In-Service training, I desire to furnish the further information which may be of additional interest:

Government contract GS-00S-18187 with the Dictaphone Corporation described an inexpensive converter which will permit the use of regular Dictaphone equipment in automobiles. The converter is described as an "inverter" and the government price is \$31.80. This equipment apparently adapts a regular Dictaphone machine to automobile use.

2 - Bureau
1 - Springfield
RDG: VLS
(3)

copy at [unclear]
206

7/1/58
7/1/58
66-1162-1162
NOT RECORDED
2 JAN 7 1958

RECEIVED

RECEIVED 11/22/58

2-218

10779-59
Date
12/11/58

Employee assigned to (Division)
Birmingham

b6
b7C

To: Director, FBI
From:

SUGGESTION *Run page numbers*

In typing multilith and mimeograph investigative reports which include forms FD-302 and SF-64, it is suggested that these pages be numbered at the time of typing. With regard to multiliths, it has been determined through experimentation that by using a solution called Blankrola solution, which is used in the normal operation of the multilith machine to clean the roller, the number can be removed from the page in order that an original copy may be run which will not have the page number thereon, after sufficient copies for the report have been run. No mark is left on the original copy. In using the stencil, a piece of scotch tape can be placed over the number in order to run an original copy.

Current practice or rule (include manual citation as well as facts)

SF-64's and FD-302's included in these reports until after report is run. Page numbers are then affixed on report pages by use of numbering machine.

Advantages of suggestion

Considerable time which is consumed in numbering of pages would be eliminated. On long reports, this time sometimes runs as high as several hours. The time necessary to remove the number from the page in order to run an original copy is minute.

Disadvantages of suggestion

None known.

Annual Savings (Show basis for estimate)

REC-8

1-5-59
20 DEC 15 1958

Unable to determine, but believed considerable.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

60 JAN

10:50

Mr.

Mrs.

X Miss

Signature and Title of Designee

Recommendations and comments of Division Head Certainly some corrective measures should be taken to alleviate this situation. This suggestion appears to have merit and recommend consideration.

Letter to

12/12/58-etc. C. M. KELLEY, SAC

Signature and Title

cc-designated for info transfer

DEC 15 1958

SAC, New Orleans (66-1226)

1-6-59

REC-69 61-3435-2200

Director, FBI

61-3435

NEW REPORT WRITING PROCEDURE

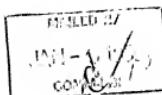
Reurlet 12-31-53 captioned as above.

For your information, Section 49 E, 1a, page 52, Part I, of the FBI Handbook was revised under date of December 16, 1953, to provide that when copies are designated by the field to outside agencies, all the outside dissemination is to be reflected on each FD-204. This dissemination is also to appear on the FD-263s.

FMB:mbk
(4) *mbk*

mark

Tolson _____
Belmont _____
Mohr _____
Nease _____
Persons _____
Rosen _____
Tamm *mark*
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____



MAIL ROOM TELETYPE UNIT

mark

J

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
Attn: Training & Inspection Division

DATE: 12/31/58

FROM : SAC, NEW ORLEANS (66-1226)

SAC [initials] SUBJECT: NEW REPORT WRITING PROCEDURE

INVESTIGATIVE REPORTS

Re O-17 Form dated 12/22/58 received from Bureau
 in case entitled [redacted] Aka. - FUGITIVE [redacted]
 [redacted] Aka., ET AL - VICTIMS; WSTA," 00 - Buffalo, Bufile
 No. 31-86789, New Orleans file 31-6416.

b6
b7C

Referenced O-17 Form refers to New Orleans report
 of SA [redacted] dated 12/11/58 and which Form has
 the following notation under Remarks, "For your information,
 copies of reports disseminated outside the Bureau should be
 shown on page 1 of report."

In accordance with Section 49 B, 1a, of Part I,
 of the Handbook, we have been leaving blank the area opposite
 the words "Copy To" on FD-204 on Bureau and offices copies
 of reports.

Please advise which is the proper procedure.

2 - Bureau
 2 - New Orleans
 JPD:cjk
 (4)

15
 12/22/58
 12/22/58

REC-69 46-2435-2200

JAN 8 1959

12/22/58

12/22/58

DIRECTOR, FBI

12/17/58

SAC, WFO (105-0)

REF. P.A.T.

MONITORING OF FUNDS OF DIPLOMATIC
ESTABLISHMENTS AND FOREIGN PERSONNEL
REPORTING OF INFORMATION WHICH MAY
BECOME TESTIMONY

Reference is made to WFO letter dated 10/20/58, captioned as above, which sought clarification in the use of SF-64's in the monitoring of funds of diplomatic establishments and foreign diplomatic personnel. Pursuant to Bureau instructions confidential info received from banking institutions is being put on SF-64's, where it is felt it may become the subject of testimony and where the info can be brought into court only with the issuance of a subpoena.

Part II, Section 4, Page 4, of the Manual of Rules and Regulations sets forth specifically what should be included on the SF-64 and requires that the name of the bank official to be subpoenaed is to be set out. This appears to be all inclusive, security cases as well as criminal cases. No particular problem is anticipated in connection with criminal cases where dissemination is only to the U. S. Attorney.

It is believed that following this procedure in security cases will present a specific problem since copies of the SF-64's are included in the security reports as inserts and are disseminated. It is not felt necessary to point out that the highly valuable info being received from local banking institutions is on a strictly confidential basis; a cooperative measure which is not extended to other government agencies without the issuance of a subpoena. Prior to the revision of report writing procedure, it was a Bureau policy to protect the identity of banking institutions furnishing this highly confidential info, and every effort was made to avoid pinpointing a particular banking institution.

In compliance with current instructions, it becomes necessary on the one hand to protect the identity of the banking

3-Bureau
1-WFO

RET:stb
(4)

53 JAN 15 1959

66-2435
NOT FOR PUBLIC RELEASE
183 JAN 13 1959

12/17

ORIGINAL COPY

institution, and the actual bank source furnishing the info, which in every case is a bank official; while on the other hand, it is necessary to set out the name of the bank official who is to be subpoenaed, who likewise is a bank official, and in some cases are one and the same. It appears that the Bureau is drawing a distinction between the bank official who furnishes the info and the bank official who is to be subpoenaed. It is believed that the primary consideration must be to protect the banking institution rather than the identity of the actual bank official who furnishes the info.

It is pointed out that many security reports receive rather wide dissemination to other government agencies, and it would appear that little if any protection is being afforded a banking institution, as a source of info, when the name of one of the bank officials is set in the details of a report, as the proper person to be subpoenaed. It is believed that it would take little imagination on the part of another government agency to determine the identity of the bank, which could result in requests for similar info by that agency. If this should occur, it is believed that the cooperative relationship between local banking institutions and the Bureau could be seriously jeopardized.

It is believed that a possible solution to this problem would be as follows:

Where confidential info is received from banking institutions in security cases and it is felt it may become the subject of testimony, that it be dictated on an SF-64 along the following lines:

[redacted] American Security and Trust Company, Washington, D. C. on November 4, 1958, advised.....(or made available)..... The underlined portion of the above would appear on the original SF-64 only, whereas, the copies furnished to the case Agents, to be utilized as inserts in their particular reports, would have the following inserted where the above-underlined info is omitted:

Confidential Informant T-1, on November 4, 1958, advised..(or made available).....

b6
b7C

WFO 105-0

In addition, the original SF-64 would contain the paragraphs as follows, with the underlined paragraph not appearing on the copies of the SF-64 used as inserts to security reports:

The above information can be produced only upon the issuance of a subpoena.

[redacted] American
Security and Trust Company, Washington, D. C., is
the proper official to be subpoenaed for production
of the above records.

b6
b7c

In following this procedure, the original SF-64 would contain all necessary info, and the copies used as inserts to security reports would not pinpoint the bank in question. In addition, a separate memo would not have to be prepared concerning the source of the info, and no duplicate typing would be required.

The Bureau is requested to give consideration to the above set forth recommendation in this matter and consider granting authority to WFO to institute this procedure.

SAC, Pittsburgh (66-1384)

12/24/58

440 PEX Director, FBI (66-2435)-2201

REPORT WRITING

Reurlet 12/18/58 which relates to the transcription of rough drafts, records and tapes.

Rough drafts and dictation recorded on records or tape should not be held by the Agent preparing or dictating same, but should be immediately assigned for typing. Every effort should be made to type material prepared or dictated in this manner so that it is typed within five working days of the dictation date. In practice this will be five working days from the time it is assigned for transcription. However, you must take every step to insure that rough drafts or material dictated on records and tape is assigned for transcription without unnecessary delay.

HPF:smw

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 12/18/58

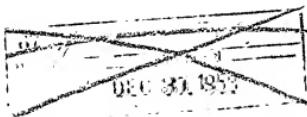
FROM : (Signature) Pittsburgh (66-1384)

SUBJECT: REPORT WRITING

Reference is made to the Manual of Rules and Regulations, Part II, Section 4, C, 13, page 5, which states in part "FD-302 is to be dated in upper right corner and is to bear the date on which the typing was completed; the date of dictation is to appear on FD-302 at the lower right corner where other data are set out. SF-64 is to bear the date on which typing was completed and the date of dictation is to appear immediately under the date of SF-64 preceded by the words 'Date dictated:'. . . Date of dictation must be within 5 working days of the action." Reference is further made to the Manual of Rules and Regulations, Part I, Section 16, M, page 7, wherein the five-day rule for transcription of stenographic work is set out.

Bureau advice is requested in the situation concerning rough drafts and records as to whether it is implied by "date of dictation must be within 5 working days of the action" that rough drafts and records must be transcribed within 5 working days of that dictation date. For example if an agent rough drafts an FD-302 within 5 days of the date of action, can this rough draft be held by the agent until it is incorporated in a report. Further, whether the steno pool must consider the dictation dates on all FD-302s and SF-64s rough drafted and records and type same within 5 working days of that dictation date or whether they are held responsible only to transcribe them within 5 days of receipt.

② Bureau
I - Pittsburgh *cc deleted*
Par II



EEW:EMG
(3)

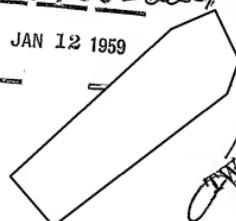
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